**Swan Advocacy’s Data Protection Commitment to You**

Swan Advocacy is all about upholding an individual’s rights and this includes their right to data protection. This means we take the safety of your personal information seriously.

**People who use our services:**

If you come to us for Advocacy, or to Volunteer or in any other way take part in one of our projects, we will tell you what information we have, why we have it, how we keep it, and for how long . We will also tell you what rights you have in relation to that data and how you can check that we are using your information properly.

You can find our full Privacy Notice on our website: [www.swanadvocacy.org.uk](http://www.swanadvocacy.org.uk) or you can ask us to send you a copy by phoning: 03333 447928.

**People who donate to us:**

If you donate to Swan Advocacy we want to make sure that you get all the communication you want from us, and none that you don’t. We will make sure we have your permission to send you news or mailings; and if you decide to withdraw that permission, we will destroy or return any personal information we hold within 1 week.

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**People’s Rights under GDPR:**

No matter who you are, you have rights about the way your data is collected and used.

These rights include:

The right to be informed, to have access, to correct errors, to remove incorrect data, to have some data deleted, for your data to be given to others if you tell us to, and to object to what we do with your data. There is more detail about these rights in the full Privacy Notice as detailed above.

If you are ever unhappy about the way we have used your data please contact our Quality & Performance Manager:

Tel: 03333 447928 or email: GDPR@swanadvocacy.org.uk

If you want to know more about Data Laws you can contact the Independent Regulator, the Information Commissioners Office (the ICO):

Tel: 0303 123 1113 or <https://ico.org.uk/global/contact-us/live-chat>