**Privacy Notice – Simple Version**

You have been referred to, or referred yourself to Swan Advocacy. When you get help from Swan Advocacy we have to collect and keep information about you. Most of our information is stored on a computer database.

**We store information like:**

* Your name, address and phone number
* Details of other people who support you or look after you
* Details about why and how we are helping you
* We might have copies of reports or letters about you

This information helps us to help you and do all the things we need to do. **We are responsible for keeping your information safe. We use your information for two things:**

* To help us provide you with advocacy support – this is called having a ‘legitimate interest’
* To help us keep records about the work we do

**We will only share your information with other agencies if:**

* We are negotiating with them on your behalf
* They are partners in our advocacy work
* The law or a funding contract says we have to

We will keep your information securely for 6 years after we complete our work with you.

**You have some rights about information we have about you:**

* The right to see a copy of what information we have
* The right to have any mistakes put right
* The right to object to anything you think is wrong

Any Questions? You can phone us on 03333 447928 or you can email: GDPR@swanadvocacy.org.uk or read our full Privacy Notice on your website: [www.swanadvocacy.org.uk](http://www.swanadvocacy.org.uk) If you have other concerns about personal information you can contact the Information Commissioners Office (the ICO): Tel: 0303 123 1113 or <https://ico.org.uk/global/contact-us/live-chat>