

## Privacy Policy

Reviewed: January 2020  
Next review due: January 2021

Our commitment to protecting your privacy is paramount at Lifecentre Salford. The following statement describes how Lifecentre Salford collects and uses information about people.

If you have any queries about this statement please contact us at 219 Langworthy Road, Salford, M6 5PW or email [lifecentread@gmail.com](mailto:lifecentread@gmail.com).

### Collecting Information

We will collect personal information from you when you enquire about our activities, register with us to use our services, volunteer with us, make a donation to us or otherwise provide us with personal information.

### Personal Information

The types of personal information collected might include name, date of birth, email address, postal address, telephone number and credit/debit card details, we can also collect your opinions about a service or an issue.

### How do we use this information?

We will use your personal information to provide you with the services or information you have requested, for administration purposes and to further our charitable aims, including for fundraising activities. We may need to share your information with our service providers, associated organisations and agents for these purposes.

We will use your personal information only for our own marketing purposes unless you have indicated that you do not wish to be contacted. You can opt out of receiving any marketing materials at anytime by contacting the Lifecentre on [lifecentread@gmail.com](mailto:lifecentread@gmail.com)

### Personal Detail Protection

Information that you submit in a registration or enquiry form in written form is stored securely in the Lifecentre building and is only used for the purposes you have specifically agreed to.

When you make a donation via our website we do our utmost to ensure that your information is secure. However, the transmission of information over the Internet is never 100% secure so while we try to protect your personal information, we can't guarantee the security of any information you submit to us via our website.

We also take appropriate measures to ensure that the information we receive is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. All access to our personal data is restricted only to authorised staff.

### Legal Compliance

Lifecentre Salford may need to disclose your information if required to do so by law or in response to a court order or. In exceptional circumstances, where we think someone is at serious risk of being harmed, we may contact the police or a local authority safeguarding team.

**Consent**

By providing us with your personal information you consent to the collection and use of that information for the purposes and in the manner described in this Privacy Policy.

**Links**

Our website may include links to websites run by other organisations. Lifecentre Salford is not responsible for the privacy practices of other organisations' websites so you should read their privacy policies carefully.

**Data Protection (Rights of Access)**

You have the right to ask for a copy of the information we hold about you (for which we may charge a small fee) and to have any inaccuracies in your information corrected.

If you wish to exercise these rights, please contact us at Lifecentre, 219 Langworthy Road, Salford. M6 5PW or [lifecentread@gmail.com](mailto:lifecentread@gmail.com).

**Lifecentre Salford** reserves the right to amend this privacy statement. The most up to date version will be always be available on our website so please check from time to time. Continuing to use our services, support us or use our website you will be deemed to have accepted any changes.