## **Abianda Privacy Statement**

References to "we", "us", or "our" in this Privacy Policy are references to <u>Abianda</u>, a not-for-profit company limited by guarantee, with <u>social enterprise</u> status, registered company number O8875988. Abianda's data controller is Sam Taylor, Operations Manager of Abianda.

## Your personal data

Preservation of the privacy of our service users, staff and stakeholders is really important to us at Abianda.

In line with the General Data Protection Regulation (GDPR) introduced in 2018, we ask your agreement to hold your personal information. We explain why we use this personal information about you and what we use this for at the time you pass this data to us.

o For our service users, this will be a variety of information from personal data and anonymised records of sessions, to records of potential safeguarding issues. We explain to you why we collect this information, how we use it, and the specific circumstances under which we might share the information, when we first meet with you.

o For our newsletter subscribers, we hold your email address, and your forename and surname if you have shared these with us either at a training event, or when you signed up to our newsletter through our website. This information is stored securely on Mailchimp – you can read their privacy statement here.

o For referring agents, we hold your names, emails and job titles as necessary to facilitate our work.

o We use secure email addresses for referrals into our services, supplied by CJSM and hosted by Egress – their privacy policies are available <u>here</u> and <u>here</u> respectively.

The data in our database will only be accessible to and used by Abianda staff and will not be shared with other organisations without your explicit permission.

Links within our sites to other websites are not covered by this privacy policy. We are not responsible for the content or reliability of the linked websites, and these links should not be taken as an endorsement of any kind.

## Reviewing or correcting your personal information

You have the right to request a copy of the personal information that we hold about you or ask us to correct any inaccurate personal information.

If you would like a copy of some or all of your personal information, or to request a correction, please email us at hello@abianda.com.

You can also call O2O 7686 O52O, or write to us at Abianda, Unit 414, Screenworks, 22 Highbury Grove, London, N5 2EF

