

# SNAAP Data Protection Policy

## Introduction

SNAAP respects your privacy and understands it is important to keep your personal information secure.

Your personal data is protected by UK legislation, specifically the Data Protection Act 1998, and the Privacy and Electronic Communications (EC Directive) 2003. We aim to exceed our legal obligations by following best practice and reviewing our procedures regularly.

## What information will SNAAP collect about me, what is it used for, and how is it obtained?

Personal information is collected directly from you when you complete and return forms requesting to join our mailing list. You can also provide this information via e-mail or over the telephone.

We collect this information in order to keep in touch with you and supply you with data relating to SNAAP's work. This includes keeping you informed about issues that might potentially be of interest to you. The information which we collect in this way will typically include your name, postal and email addresses, telephone numbers and details of your children. We will also sometimes obtain contact information indirectly from third parties if you have given permission to do so.

In some cases we may collect information that the Data Protection Act considers to be 'sensitive' (this could include details of ethnicity or religious beliefs). Such information will only be collected and retained with your specific consent.

## Will you ever share or sell my information?

We will not sell or pass on your information to any third party organisations.

## How secure is the information which I give to you?

SNAAP takes the care of your data seriously and undertakes to protect your personal information in a range of ways. These measures include implementing specific technologies and procedures designed to protect your privacy, such as secure servers, firewalls and SSL encryption for electronic records, and locked storage for physical records.

### How long will you keep my information for?

We will retain your information for as long as you have an active relationship with SNAAP. If you cease to have an active relationship with us or request to receive no further contact we will delete and destroy all details we held for you.

### What if I want to limit or stop receiving messages from SNAAP?

You may opt out of receiving specific information and types of messages from us by notifying us through the contact points listed below, or by following the opt-out instructions on any email you might receive from us.

### How can I check, amend or request the deletion of the information you hold about me?

You may contact us to correct inaccuracies you find in the data which we hold about you, or if you wish to receive no further information from us, at any point in time. This can be done via:

Email: [info@snaap.org.uk](mailto:info@snaap.org.uk)

Post:  
SNAAP  
Windchimes  
Reynolds Close  
Herne Bay  
Kent  
CT6 6DS

Phone: 01227 367555

It will help us to update your information quickly if you include your full name and address together with details of the correction to be made.