

About us

FOCUS is a young people's charity. As such, we are required to hold certain information about the people we support and the people and organisations who support our work.

What information do we need to keep about you and why?

We only ask for and keep information about you that we need in order to ensure:

- You are kept informed about FOCUS' projects and events that may be of interest to you
- You are kept safe when involved in our projects and events
- We can keep track of who is involved with us and our work

This includes personal information such as your name, address, phone number and email address; and sensitive information such as medical details, dietary requirements or qualifications.

How we look after the information we keep about you

All personal or sensitive information that we hold about you will be kept in line with data protection law. This means that at FOCUS we will only keep personal or sensitive information about you for as long as is necessary. This includes the time you are actively involved and for a number of years afterwards, in line with good practice guidelines and our legal obligations.

What we do with the information we hold

We do not share any personal or sensitive information about you with anyone outside of FOCUS unless:

- Your (or another person's) welfare would be at risk if we did not
- We have your express permission to do so OR
- We are obliged by law to do so

Your rights

If at any point you believe that the information we hold about you is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint about how we have handled your personal information, you can contact us to have this investigated. datacontroller@focus-charity.co.uk

If you are not satisfied with our response or believe that we have not used your personal information in line with the law you can complain to the Information Commissioner's Office <https://ico.org.uk>

If at any point you would like to stop receiving information from us, you can email us at datacontroller@focus-charity.co.uk. Please write "Unsubscribe" in the Subject box. Alternatively, call us on 0116 251 0369. Although you are not required to provide a reason for this request, we would be grateful for any information you can provide so that we can improve our services.

Updating our policy

Each year Focus reviews its Data Protection Policy to ensure that it remains up-to-date with the latest legislation and that your rights are maintained.

The policy was last reviewed on: 17th May 2023

Signed:  _____

Matt Lilley, Director