



Step up, Safespace CIC

COMMUNITY INTEREST COMPANY NUMBER 13143815

Our Privacy Policy

This policy is in accordance with our GDPR policy.

Looking after confidential information:

Step Up, Safe Space (SUSS) Community Interest Company is committed to ensuring your confidential information/privacy is protected.

We ensure your personal information is looked after very carefully and we are committed to keeping the information we hold private and inaccessible by other people.

The management team takes full responsibility to process data lawfully under the GDPR.

What information do we collect?

We collect the least amount of personal information that we possibly can. However to achieve positive outcomes in the support we give, we do require some essential information, this being the following:

- Your name
- Your email address
- Address
- Phone number
- Reason for referring

We will never collect more information than we need and we will not keep it for longer than we need to.

You can request that your personal information is removed at any time.



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All of your personal data is only processed by our volunteers. No third party will have access to your personal information unless the law allows them to do so.

SUSS will always endeavour to ensure that any information we hold on you is factual, up to date and accurate, if you ask us to, we will immediately correct any mistakes.

We will never share your information with anyone unless there is a safeguarding issue, this in line with our safeguarding policy.

Removing Personal Information:

You can ask us to remove your personal information at any time.

You can do this by sending an email to

naomi.stepup.safespace@gmail.com

Your information will then be removed.

Data Breaches:

If someone obtains your confidential information via our database we will immediately review the way in which we store information. We will also inform the Companies House (CIC regulators)