

Privacy Notice

Who we are: CARIS Haringey, a registered charity, based at St Philip's Church Philip Lane London N15 4HJ

What we use your data for: To provide appropriate services to you and inform you of services which may be relevant

What data we collect: When you first come to CARIS we ask for information including contact details, personal details and information about your circumstances. We may need to know more about you in order to support you better, or to give you accurate advice. This could include information about you, your family members, your health, housing situation, immigration status, financial circumstances etc.

How we collect data: We may get information about you from you (on forms you fill in or by asking you questions), from documents you give to us, from an organisation who referred you to us, or from other agencies or individuals you authorise to share information with us.

Who we share your data with: Information may be shared with our partners, regulators and funders for monitoring purposes. This will be anonymised where possible. We may share your information with other agencies, if you give us authorisation to do so. We will not pass your details to anyone else without your permission. The only exception to this where we have a reasonable belief that someone may be at risk of harm, in which case we would notify the appropriate authorities.

How we store your data: We take measures to ensure your data is kept securely, such as keeping paper files locked away and password protecting computer files. All case files are stored for six years after the case is closed. After this period all records will be disposed of securely.

Basis for processing data: By giving us your data, you consent to it being used for the purposes above. We may ask you to consent to specific uses of your data. You can withdraw consent at any time. We can also use your data for the purpose of a 'legitimate interest'. Legitimate interests may include: to fulfil the objects of the charity; to comply with the requirements of funders and regulators; to promote the work of the charity.

Your rights: you have the right to know what data we hold about you and how we use it; to ask us to change or delete it; or to limit how we process it. If you have concerns, you can raise these with us. If you are not satisfied with how we deal with it, you can report it to the Information Commissioner's Office: www.ico.org.uk.