

privacy statement

This privacy statement is displayed on the asphaleia group website (www.asphaleia.co.uk).

introduction

Under the Data Protection Act 1998, asphaleia have legal obligations towards our employees and service users in the way that we deal with data collected about individuals. asphaleia recognises the significance of this Act and the importance of adhering to it. We are registered as a Data Controller with the Information Commissioners Office.

This privacy statement explains how we collect information from you and how this information is then used. When supplying asphaleia with personal information you are consenting to the contents of this statement. If you have any questions or concerns about asphaleia's privacy statement please contact Laura Thorpe, Director, on 01903 522966 or write to Laura at Head Office.

organisational practices

As asphaleia offers a wide range of services, from consultancy to fostering, there are several different approaches to protecting personal information. This privacy statement broadly covers all asphaleia ventures. If more detailed information is required about a particular area please consult the manager of the venture.

employees and volunteers

It is necessary for asphaleia to keep personal information on all current and past employees and volunteers. This information is gathered throughout the individual's time at asphaleia. The records will include any information gathered about the person whilst in their employment. This will include annual leave and sickness records to correspondence with the organisation. Not all information is compulsory. This information is kept by the HR department and has restricted access as guided by the Data Protection Act 1998. All information is archived for an unlimited period. asphaleia is committed to meeting equal opportunity obligations and to achieve this your personal details will be collated and monitored to produce statistics. All information will be displayed anonymously.

service users

All personal details gathered by asphaleia whilst people are using our services are kept in accordance with the Data Protection Act 1998. All information is archived and any personal details about yourself can be accessed at any point. To maintain our funding we are required to provide statistics to our funders, to prove we are reaching our targets. The information supplied will be in a cumulative manner and any person will

not be able to be identified individually. The information is kept depending on the specifications of the funder. Once the information is no longer required it will be shredded.

asphaleia website

The contents of our website is intended for informational purposes only. This privacy statement only covers asphaleia's website and subsequent subsites of that domain.

Cookies are small text files which are sent to your browser by a web server and stored on your computers hard drive. We use cookies on our website but they do not collect personal information. If you prefer not to receive cookies whilst browsing our website you can set your browser to warn you before accepting them. You can also refuse all cookies by permanently turning them off on your browser.

If you register to receive e-newsletters your information will be held on a secure database and not passed onto any third party. It will be used only to provide you with information about the organisation. The database is updated and reviewed yearly. If you wish to be removed from this database then please write to asphaleia.

Whilst we endeavour to maintain the integrity of this site, we do not guarantee that it is free of errors, omissions, viruses, interception or interference of any kind. asphaleia shall in no event accept any liability for loss or damage suffered by any person who accesses our site.