



Sexual Abuse Listening Therapy

142 Union Street Plymouth
PL1 3HL
Tel: (01752) 600599
email@saltsouthwest.co.uk
www.saltsouthwest.co.uk

SALT South West Training - Privacy Policy

Our contact details

Name: SALT South West

Address: 142 Union Street,
Plymouth,
Devon,
PL1 3HL

Phone Number: 01752 600599

E-mail: training@saltsouthwest.co.uk

The type of personal information we collect

We currently collect and process the following information from students who enrol for our training:

- **Essential information:** Name, email address contact telephone numbers, and relevant personal background details. This information is essential to deliver our services to students.

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

1. When you make initial contact with the service.
2. When delivering feedback on the service you have received
3. Completion of optional statistical information.

We use the information that you have given us in order to:

1. Deliver our service to you safely and professionally
2. Maintain and administrate our waiting lists
3. Provide statistical information to our funding bodies
4. To contact you regarding any future courses

(No information that could identify you is ever shared outside of SALT South West).

We may share this information with our funding bodies – all information is anonymised.



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Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Contractual Obligation. This means that we need to be able to hold and process your details in order to deliver our services to you.

Your consent. You are able to remove your consent at any time. You can do this by contacting training@saltsouthwest.co.uk.

How we store your personal information

Your information is securely stored both electronically and in paper format. Computer records are password protected; paper records are kept in a locked filing cabinet.

All information is only accessible to authorised SALT South West staff and volunteers.

How long do we keep your information?

Whilst on our Data Base

If you decide you would like to be on our Training Data Base, we will hold all of your information on our records until you request to be removed from it. You can withdraw from our Data Base at any time by emailing us: training@saltsouthwest.co.uk

Whilst accessing our service

If you state you prefer not to be on our Training Data Base, we will retain all of your information for 6 months following the completion of your course, at which point it will be securely shredded.

PLEASE NOTE: Personal information from your application form and the training you attend is kept in a locked cabinet and accessible by the trainers only. The general team at SALT South West do not have access to this information.



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Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to correct personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - you have the right to ask us to erase your personal information.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the information below if you wish to make a request.

Name: SALT South West

Address: 142 Union Street,
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Devon,
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Phone Number: 01752 600599

E-mail: training@saltsouthwest.co.uk

For more information on any of the above visit: ico.org.uk and search "individual rights"



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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

SALT South West

Address: 142 Union Street,

Plymouth,

Devon,

PL1 3HL

Phone Number: 01752 600599

E-mail: training@saltsouthwest.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>