



LEATHERHEAD START will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email, phone number.

Why we need your data

We need to know your basic personal data in order to communicate with you regarding your volunteer work for us or to provide you with on-going organisational updates. We will not collect any personal data from you we do not need in order to do this.

What we do with your data

All the personal data we collect is processed by our staff and in the case of our Out of a Pickle Project, by trained volunteers. It is stored on a secure IT system and on paper which is stored securely. No 3rd parties have access to your personal data unless the law allows them to do so.

How long we keep your data

The personal data you give us will be kept with us until you notify us that you no longer wish us to use it.

What are your rights

The lawful basis on which we process your personal data is your consent which you will be asked to show by signing a Consent Form.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us on 01372 377790 or manager@leatherheadstart.org, to have the matter investigated.

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