

# **Privacy Notice Statement**

# What sort of information do we collect and hold?

All personal information collected by Breastfeeding Together is done so exclusively with your consent. The personal information collected is only used by Breastfeeding Together for the purposes defined at the time of the collection. The personal information held will depend on the service being provided. Most of the information will be gathered directly from yourself. Any information voluntarily disclosed of a personal nature and information related to general care provision and advice.

### Who do we share information with?

We will not, in any circumstances, share your personal information with other individuals or organisations without your permission, except when applicable by law. We do not sell, communicate or divulge your information to any mailing lists.

# How do we keep the information and who is responsible?

The information is kept on secure computer systems and in secure manual filing systems. Maintaining the record and keeping it secure is the responsibility of Breastfeeding Together.

### Are the records confidential?

Breastfeeding Together have a duty of care when providing services. This includes respecting your right to confidentiality. Care is taken to ensure that third parties cannot access the information without permission and that data about you is not disclosed to third parties or others without your consent. The only exception to this is if we suspected a safeguarding or child protection issue of any kind, as per our safeguarding procedure, this would be forwarded on in the appropriate ways.

# How long are records about you held?

In accordance with our Data Retention Policy, the data will be retained for no longer than is necessary for the purpose we obtained it for. Personal data will be disposed of securely when no longer needed to reduce the risk of it becoming inaccurate, out of date or irrelevant.

# Your data subject rights

You have the right to request a 'subject access' verbally or in writing, this gives you the right to obtain a copy of your personal data, helping you to understand how and why we use your data. We will respond to your request within one month of receipt, with no cost to yourself.

Breastfeeding Together have a more detailed Privacy notice, if you would like a copy of the full policy please email <a href="mailto:enquiries@breastfeedingtogether.co.uk">enquiries@breastfeedingtogether.co.uk</a>.



