

# Sequela Foundation - Privacy Policy

This privacy policy sets out how the Sequela Foundation protects any information that you give us.

The Sequela Foundation is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

If we plan to use personal data for a new purpose, we update our privacy information and communicate the changes to individuals before starting any new processing. This policy is effective from 25 May 2018.

## What we collect

We may collect the following information:

- Name
- Full postal address
- Other contact information including email address, phone, mobile
- Emergency Contact: name and phone number
- Date of birth
- Medical condition
- Medication
- Doctor's surgery
- Allergies
- Use of mobility aid

## Why we need the information we gather

The information we gather may be used for:

- Keeping you up to date with our news mainly via email
- Calling your emergency contact in case of an emergency or a concern we may have regarding your welfare
- Giving the information to emergency services who we may need to call if you were taken seriously ill during one of our sessions
- Catering purposes

## Accuracy and Retention of Data

- We do our best to keep your data accurate and up to date, to the extent that you provide us with the information in the first instance. If your data changes (for example, you have a new email address or are prescribed new medication), then you are responsible for notifying us of those changes.
- We will retain your information for as long as you are a member of the Sequela Foundation and delete all of your records when your membership ceases.

## Right of Access

- You may request details of personal information which we hold about you. If you would like a copy of the information held on you please ask Anke Heley or email [ankeheley@hotmail.com](mailto:ankeheley@hotmail.com).
- If you believe that any information we are holding on you is incorrect or incomplete, please tell us in person or email [ankeheley@hotmail.com](mailto:ankeheley@hotmail.com) as soon as possible. We will promptly correct any information found to be incorrect.

## Safeguarding your information

We take reasonable and appropriate measures to protect Personal Information from loss, misuse and unauthorised access, disclosure, alteration and destruction, taking into account the risks involved in the processing and the nature of the Personal Information. Remember that no method of transmission over the internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect this Personal Information, we cannot guarantee its absolute security.

All our electronic accounts require a username and password to log in with access limited to one person only. That person is Sequela's Data Protection Officer, Anke Heley. Files are backed up in an external hard drive and paper records stored in a locked filing cabinet / freezer.

## Controlling your personal information

We will not sell, distribute or lease your personal information to third parties. Information may be provided to Law Enforcement Agencies if we are required by law to do so.

*End of Privacy Policy*