

Privacy Notice

Finn's Place, Charity No SCO45350

Purpose of this Notice

This Privacy Notice outlines the way in which Finn's Place uses personal information provided to us. Personal information includes any information that identifies you personally, such as your name, address, email address, telephone number or medical information.

What information we gather and hold

We gather information provided to us from those who attend activities and events at Finn's Place or who sign up for information through the website. We hold names, email addresses, telephone numbers and occasionally addresses. We also note which activities you have attended. For massage clients we also hold a short medical history that you have provided to the massage therapist.

How we use information

We use the information you give to us:

- to provide you with information about events and activities that happen at Finn's Place
- to monitor attendance numbers for reports that we submit to funders.
- to ensure a beneficial massage session for your particular needs.

Disclosure of information

We may need to give your contact details to Finn's Place sessional workers for the purposes of informing you about changes or cancellation etc of classes, but we will not share your personal information with any other third party outside of Finn's Place.

Basis for processing personal information

Finn's Place holds your information for communication purposes and also for monitoring attendance at the project. Medical information is held by the massage therapist to enable appropriate treatment for you.

Security, accuracy and retention of personal information

Finn's Place will strive to ensure that any personal information held is accurate and stored in a secure manner. If you believe that any information we hold on you is inaccurate we will correct it as soon as we are made aware of this. We will keep your information for as long as you continue your connection with Finn's Place. If you wish to remove the information we hold on you, you may ask us to do so at any time.

Getting a copy of your personal information

You can request details of the personal information which Finn's Place holds about you by contacting the project coordinator at info@finnsplace.org

How to complain

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by the Finn's Place. You can contact the ICO via its website at www.ico.org.uk or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.