

*eQuality Time, 302 Cannon Hill Lane, London, SW20 9HN*

eQuality Time

Data Hygiene Policy

As a direct consequence of its aims and the projects that it supports, eQuality Time may, from time to time, be trusted to hold or make use of private information on behalf of third parties. A example might be converting an AAC-User’s utterances so that they work on a new device.

Information of this type will be stored securely and accessible to only those members of eQuality Time who have a clear and present need to access the information. Such information will NOT be shared with any other entity. The eQuality Time may need to disclose your information if required to do so by law or in response to a court order or. In exceptional circumstances, where we think someone is at serious risk of being harmed, we may contact the police or a local authority safeguarding team.

We also take appropriate measures to ensure that the information we receive is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. We will hold simple contact information for longer periods to provide you with the services, products or information you have requested, for administration purposes and to further our charitable aims, including for fundraising activities. We may need to share some information with our service providers, associated organisations and agents for these purposes.

# Data Protection (Rights of Access)

You have the right to ask for a copy of the information we hold about you (for which we may charge a small fee) and to have any inaccuracies in your information corrected.

To be reviewed at AGM