

# Data protection statement

Sussex Oakleaf collects and processes personal data and ensures that we comply with lawful processing conditions.

Any personal data provided to Sussex Oakleaf is only shared internally on a need to know basis, and always in accordance with current UK Data Protection law. We will not sell, distribute or pass personal data to third parties unless we have your explicit written consent or are required by law to do so. We only share personal data with organisations and individuals whom we have specific written permission to do so. Information is only shared with organisations and individuals who comply with General Data Protection Regulations (GDPR) and have appropriate controls in place to protect data.

We store information confidentially for a period in line with data protection regulations. If you would like to know how long we store our own data then please don't hesitate to get in touch with us. Information is securely deleted and/or destroyed at the end of any period of retention. You have a right to apply to have your information destroyed or deleted at any point should you wish to. Sussex Oakleaf will not use personal data to send promotional material about third parties without prior consent from you.

Under GDPR, you have the following rights (in bold):

- ✓ **The right to be informed**
- ✓ **The right of access**  
You can access your personal data free of charge on the first request within one-month (subject to a written request being submitted)
- ✓ **The right to rectification**  
We will correct your records within one month if personal data is incomplete or inaccurate (subject to a written application being submitted)
- ✓ **The right to erase personal data**  
(subject to a written application being

submitted)

- ✓ **The right to restrict processing of your personal data**

(subject to a written application being submitted)

- ✓ **The right to data portability**

We will supply your personal data to another organisation of your choosing (subject to a written application being submitted)

- ✓ **The right to object**

You have the right to make a complaint about how your data is being handled using our complaints procedure

- ✓ **Rights in relation to automated decision making and profiling**

Sussex Oakleaf does not profile or carry out automatic decision-making using personal data. However, should this situation change we would seek your written permission to do this.

For more information on how you can access your records, correct any inaccuracies or object to any information we keep under the Data Protection Act and GDPR, please contact us by emailing [dataprotection@sussexoakleaf.org.uk](mailto:dataprotection@sussexoakleaf.org.uk) or by visiting the [Information Commissioner's website](#).

Please note that Sussex Oakleaf is registered with the Information Commissioner's Office (ICO) Registration Number ICO00045546971.