**South Woking Help at Hand**

**General Data Protection Regulation (May 2018)**

To all our valued clients at “South Woking Help at Hand”.

The law with regard to the holding a person’s personal data is changing and the new law (called the General Data Protection Regulation) comes into force in May 2018.

The main differences to current data protection legislation are as follows:

* Organisations need to keep all personal data like name, phone number, address etc. stored safely so that a third party can not get hold of it.
* Organisations must not pass on any person’s personal data to a third party without the express permission of the person.
* Organisation must delete a person’s data if the person requests it or the person is no longer involved with that organisation or no longer wishes for this data to be held.

We at “South Woking Help at Hand” take the holding of your personal data very seriously and we promise:

* To store it safely so that no one outside of “South Woking Help at Hand” can access it.
* Never to pass your personal data onto a third party unless you give us permission or ask us to do so.
* To delete all of your personal data as soon as you ask us to do so and within a year (it’ll be a lot quicker in most cases) of you leaving “South Woking Help at Hand” or no longer needing our services.

However, if you feel that we should not hold onto your personal data, we will delete it before May 2018 but that, sadly, means that we won’t be able to offer you our services in the future.

We at Help at Hand give you our guarantee of all of the above and this guarantee is signed on behalf of “South Woking Help at Hand” by Ian Hay (currently the Treasurer).

Signed:

May 2018