



Summit House, 50 Wandle Road, Croydon, CR0 1DF

Phab Privacy Policy

Reviewed: May 2019

Introduction

This Privacy Policy sets out how Phab Limited uses and protects any information which is given to Phab. Phab is committed to ensuring that your privacy is protected and personal data given to us is stored securely.

Information We Collect

If you contact us we may collect certain information including:

- Name and contact address details
- Email address and telephone number
- Credit Card details
- Personal medical and social behavioural information (Phab Projects)

Purpose for Requesting Information

We require this information in order to process a transaction such as a purchase, a booking or a donation. Unless you instruct us to the contrary, no credit card details are retained following successful collection of the payment.

If you apply as a participant or a volunteer on one of Phab's residential projects or fun weekends, we will also require you to give us certain medical information and details of your medication. We will not share your personal information with third parties unless required or permitted by law.

We may also use your contact details to inform you from time to time about Phab events or activities which we think you may find interesting based on previous correspondence with you. We will use the postal or email address which you have provided. We may contact you by email, phone or post,

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We only provide certain employees with access to sensitive personal data and ensure that our working practices meet the highest standards of security.

Cookies

'Cookies' are small text files sent by a web server to a web browser, which enable the server to collect information from the browser. Phab uses cookies to ensure that you can interact with our web site successfully, to recognise your account when you visit the web site and to make your use of the site more convenient for you. The use of cookies does not give access to the rest of your computer or to any personal information about you. If you do not wish to have cookies placed on your computer, you can disable cookies on your Internet browser.

Controlling Your Personal Information

If you have previously agreed to us using your personal information to inform you about Phab events or activities which you may find of interest, you may change your mind at any time by emailing us at info@phab.org.uk or by calling our office on 020 8667 9443.