

A Guide to accessing your personal information.....

How you can get access

You can contact the Seashell Trust to request your personal information.

Please provide as much detail as you can about yourself – your name, any previous names, address and when you or your family were involved with the Seashell Trust.

We will need to confirm your identity and will then search for the information you've asked for. We aim to respond to requests as quickly as possible.

We will normally send your personal information to you but you can arrange to collect it from Seashell Trust and look through it in person if you would prefer.

We will not be able to give out any personal information over the telephone for a formal request.

What you cannot see

We will always give you as much information as we can, however we have to protect other people's privacy.

You will not be able to access personal information:

- about someone else unless they have agreed or it's within the law to give access. This may include your child's personal information.
- from another person who gave it in confidence, or where it's confidential to another person
- that might lead to a child or another person being harmed
- that may be concerned with crime, or is protected by legal professional privilege.

Your right to access

You have the right to access information the Seashell Trust holds about you.

Information may be held in files, on computer, or on audio and video recordings.

Children also have a right to see their personal information.

Parents can access the information on their child's behalf if they are too young or do not understand it.

When you think a mistake has been made

If you realise that something, such as an address

or date of birth, has been wrongly recorded it can easily be corrected. If you disagree with an opinion

or with the Seashell Trust's version of events please tell us:

- what you disagree with
 - your opinion or account of what happened.
- This will be recorded and included in the records, together with the original entry.

Please write to: Data Lead, Seashell Trust, Stanley Road, Cheadle Hulme, Cheshire SK8 6RQ, or email your request to : data@seashelltrust.org.uk

Seashell Trust • Stanley Road • Cheadle Hulme • Cheshire • SK8 6RQ

t : 0161 610 0100

e : info@seashelltrust.org.uk

w : www.seashelltrust.org.uk

@Seashelltrust /Seashelltrust



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