



## Portsmouth Disability Forum (PDF) Frank Sorrell Centre (FSC)

Tel: 023 9281 5266 Email: [contact@p-d-f.org.uk](mailto:contact@p-d-f.org.uk)

Please be assured **Portsmouth Disability Forum** have taken appropriate steps to ensure we comply with the new General Data Protection Regulation.

We are committed to protecting your information and will only process information in line with GDPR. We will keep your personal data confidential unless we are required to disclose it by law or regulation.

We will only store your information with your explicit agreement and will dispose of it in an appropriate manner and in line with legislative requirements.

You have the '**right be forgotten**' upon request.

You can change your mind about whether / how you are contacted by us at any time.

### What We Collect

We collect personal information about you when you complete forms or request services through our website, for example, name, contact information including email address and post code, preferences and interests.

### What We Do With The Information We Gather

We require this information to understand your needs and provide you with a better service.

We do not share your personal information with other organisations for marketing purposes.

We may use the information you provide to improve our website and services provided.

If you have consented to receive marketing information, we use your information to keep you up-to-date with information, services, and special offers/products in line with your agreed preferences.

We understand that you do not want to be inundated with these types of communication therefore we will request your explicit permission as to what information we will share with you by email. If you no longer wish to receive marketing information from us, you have the right to stop it at any time by getting in touch with us or unsubscribing.

We want to make sure that your personal information is accurate and up to date. You may ask us to change or remove information you think is incorrect. If you are aware that any information we hold about you has changed (e.g. change of address) then please let us know the changes that need to be made at the earliest opportunity.

You have the right to request a copy of the information we hold about you this is known as a Subjected Access Request there is no cost to this and we will provide this information within 30 days.

If you would like a copy of some or all of your personal information, please write to our Data Controller; Lynne Rigby, Principal Officer. PDF, Frank Sorrell Centre, Prince Albert Road, Southsea PO4 9HR.

## Security

We have in place security procedures for the storage and disclosure of your personal information to prevent its loss, misuse, alteration or theft.

## Use Of Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie does not give us access to your computer or any information about you, other than the data you choose to share with us.

## What Happens If I Refuse The Use Of Cookies?

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website.

For further information on cookies visit <http://www.allaboutcookies.org/>

## How To Delete Cookies

For information on how to delete cookies on your website go to <http://www.aboutcookies.org/Default.aspx?page=2#ie8> select your browser and follow the instructions given.