



FDM
For Disability Mobility
Charity No. 1067438



FDM
For Disability Mobility
106 Stone Brig Lane
Rothwell
LEEDS
LS26 0UE

Reducing Isolation & Loneliness

**PATRONS: HAROLD "DICKIE" BIRD M.B.E. OBE
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FDM Privacy Policy

Updated May 2018

What information will we use?

The information you provide, either as a group user or individual is necessary so that we can deliver the service we offer. We will never ask for more information than is required to be able to deliver our service to you.

In order to apply for grants many funders require us to provide information about our work. Whilst we do collect data on the number of User Groups and Social Club activities, we never specify names of groups or individuals without prior consent.

We will always seek consent from individuals or groups regarding the use of any photos or videos used to market our service or report to funders. Where we rely on consent to use your information, you have the right to withdraw that consent at any time.

How will your information be stored and used?

Your information is stored securely, either on a password protected system or hardcopy in a locked metal cabinet. It is only available to members of the charity who need to have a business need to access the information.

For Social Club members, this also means that a sealed envelope is available to the driver should anything unforeseen occur.

When we can use your information

Where we have consent from individuals we will issue our newsletter and schedule of trips. We will also use information in an unexpected or emergency situation, for example, if any individual is taken ill during a trip.

Trustees

Ron Frost Mike Ball Susan Teet Paul Coast
Angela Kellet Gordon Fitzgerald Virginia Frost Pam Clarkson



The period of time for which we will keep your information

We will keep your information for as long as necessary for us to fulfil the purposes of the charity and the services we offer.

As a general rule we will keep the information you provide when you register with the Programme, together with any updates you make to that information, for the duration of your membership with the Charity either as a Group User or as a Social Club member.

If any User Group or Social Club Member has not used our service for a period of 18 months, we will assume that they no longer wish to be contacted and we will remove any information we hold.

User Groups or Social Club Members would be welcome to re-apply at any time.

Any other information will be retained in order to be compliant with accounting, charity commission or funding requirements.

Who will we share your information with?

We promise that we'll never share your information with anyone else.

Your choices and rights

You have the choice as to how to contact us, whether this is by post, telephone or email.

You also have the right to be forgotten and can ask for your information to be removed at any time.

If you would like to have a copy of any personal data held please contact the FDM Office.

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