



## Privacy Notice

Space4U collects personal information in the course of providing help and support to people who are asylum seekers and refugees, consistent with our charitable aims, and for administrative purposes in the course of running our organisation. The legitimate interests of our organisation – and the people who rely on our help – is the lawful basis under which we collect and process personal information.

We only use an individual's personal information in ways that they would reasonably expect and when it is necessary for a specific purpose consistent with our charitable aims or for the purposes of successfully running our organisation. In deciding whether to process personal information, Space4U considers the rights of the individual and takes great care to respect any wishes that are expressed by the individual with regard to their personal information.

Personal information is held for no longer than is necessary for the particular purpose and our data protection policy specifies that personal information should be permanently and securely destroyed when it is no longer required. Space4U has committed to undertake a full audit of all personal information held every five years.

Space4U does not share personal information with any other organisation unless the individual has given consent. In some cases, consent is in the form of a request for help in contacting and liaising with other organisations involved in the asylum process. In these instances, our volunteers take great care to explain to the individual how their information will be used when it is shared with other organisations.

All individuals have the right to request that their personal information be removed from our records and Space4U will act quickly if any such request is received.