

Reviewed by: L Jeeves	Date: August 2023
	Next review date: August 2024

Privacy Notice - **CHEXS Mailing Lists**

We would of; asked you to subscribe to our mailing lists at one of our courses or events. When you completed either the enrolment form or our questionnaire/register. We ask for your name, address and your email address as well as your consent to send you information.

Why do we collect this information?

This information is used to send you regular emails to advise you of relevant courses, activities, newsletter and events for parents and families.

We ask for your consent before we send you our emails when you complete our forms. We will only send you our emails for as long as you continue to consent.

What do we do with your information?

Your email address is added to our own distribution list. Your information is not shared and is only used for the purpose that we have outlined in this document.

Our Newsletter is distributed using mailchimp which has the option to unsubscribe if you decide you no longer wish to receive the information. Mailchimps privacy policy
<https://www.intuit.com/privacy/statement/>

How long do we keep your information for?

We keep your information for as long as you continue to consent to receive our emails. You can unsubscribe from a list at any time by emailing admin@chexs.co.uk requesting to be removed from our mailing list.

Your rights over your information:

By law, you are able to ask us what information we hold about you, and can ask us to correct it if it is inaccurate.

You are also able to ask us to erase it and for a copy of your information to be sent to you.

You can ask us to stop using your information, which you can do at any time by emailing, writing or telephoning us using the contact details above.

CHEXS, our address is CVSBEH Community Skills Hub, 59 High Street, Waltham Cross EN8 7JU. You can contact us via post, via email at admin@chexs.co.uk or by telephone on 07970498966.

Our appointed Data Protection Officer is Linda Jeeves. You can contact her about any enquires regarding our use of your personal data via post at the address above, via email at lindaj@chexs.co.uk or by telephone on 07970498966.

Your right to complain

If you have a complaint about the way we use your information, you are able to contact the Information Commissioner's Office via their website (www.ico.org.uk/concerns) or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane,
Wilmslow
Cheshire
SK9 5AF