**Elaine can you ask Paul to put this on the Contact page and the tab to be renamed Contact & Privacy notice there is a lot of space here and add the link (not sure how this is done**

**The Broughton Trust providing services to individuals, families and voluntary organisation in Salford.**

To do this we provide a range of service to individuals, families and organisations within Salford.. Most of the information we deal with is personal data when people sign up to our range of projects and services.

We believe it is important not just to keep your data safe and secure but also let you know how we handle your personal information. If you are unhappy with this or have any queries just let us know.

We promise –

* To always hold your information securely
* Not to share your personal details without your permission (unless we legally have to do so)
* To only get in touch in the ways you wish, and we will make sure everything we send to you is relevant to our work and services.
* We will only analyse your data to produce statistical reports (that don’t identify you personally). These reports help us to improve our services and enable us to continue to receive funding.
* To make sure you’re in control of your own information and at any time you can ask us what information we hold, make sure it’s accurate and amend your preferences regarding how we use it.

Our(beneficiary privacy notice need a link) can be viewed online or you can contact us for a copy / further information (need link or call 0161 831 9807)

Similarly, if you have a query or want to change how we get in touch with you then please contact need a linkor call 0161 831 9807