

Supporter Privacy Notice

Sydenham Garden (SG) records certain information about you. This information is overseen by SG's Data Controller (currently Beth Jaichand). The Data Controller can be contacted at the Resource Centre Office.

We record may your name, address, email and telephone, and other details you provide us with. The legal basis for holding this information is consent – we ask for your permission to store this data when we collect it. We will hold your records until you stop supporting us or engaging with our communications.

We will never pass your information onto an external individual or organisation without seeking your consent first.

You have the following rights relating to the information that we hold about you:

*A right to see the information we hold on you (**access**). SG will agree to your request as soon as practicably possible and not later than 1 month from the date of request.*

*A right to request any errors in your information are corrected (**rectification**). SG will agree to your request as soon as practicably possible and not later than 1 month from the date of request.*

*A right to request your information is erased from Sydenham Garden's records (**erasure**). If there is no good reason for SG to hold your information, SG will agree to your request to erase the information it holds on you.*

*A right to **complain** to the Data Controller using the SG Complaints Procedure. If you feel we have not responded correctly to your request please follow the SG Complaints Procedure. Should you not be satisfied after using our complaints procedure you have a right to complain to the Information Commissioners Office via: <https://ico.org.uk/concerns/> or by the Helpline on 0303 123 1113.*