I, Natalie Doyle trading as Clearlines Advocacy, I am committed to protecting your personal information and being transparent about what information I hold, whether you are a direct service user, or a contract client.

I do not collect more information than I need to fulfil my advocacy role and communication support and will not retain it for longer than is necessary.

The purpose and the length of retention and the security is in place to protect that data I process and hold. The information will be held whilst you are my client.

I do not pass data to third parties.

For photo and video publishing permission, please download a copy of my Media release Form (2023).

At any time, you can ask that your information is removed from my company; this will be actioned and you will receive written confirmation of this.

If you have any queries about this policy, please contact Natalie Doyle, <u>clearlines.advocacy@gmail.com</u> Mobile - Text Only: 07809 768205