



**Devon Memory Café Consortium (DMCC)**  
**Privacy Policy**  
**2019**

A **privacy policy** is a statement or a legal document (in **privacy** law) that discloses some or all of the ways a party gathers, uses, discloses, and manages a customer or client's data. It fulfils a legal requirement to protect a customer or client's **privacy**.

**DMCC PRIVACY POLICY**

Here at DMCC we are committed to ensuring that your personal data is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). This Privacy Policy explains how we use any personal information you give us through our website, paper forms or via our staff.

We will advise you of what information we may ask from you and how we store that data securely. We will also ask you to help us keep your data accurate, relevant and up to date.

When we ask you for personal information, we will:

- explain clearly and transparently why we need this personal data
- secure it safely, protecting it from any unlawful access
- we will only share it with any third parties where there is a statutory requirement or with your consent
- we will never pass your data over to any third parties for marketing purposes unless you have given us your consent to do so
- we will only use the data we take from you for the purpose we took it for
- we will only take the data that is relevant, adequate and limited to what is required to provide a requested service or statutory duty
- we will not keep your data any longer than is necessary

We ask you to:

- make sure the information you supply us is accurate
- inform us, as soon as possible, if this information changes i.e. your contact details or address

You can find out about the information we hold, correct any errors, and find out any third parties we have shared your information with by contacting Admin at DMCC. [info@dmcc.org.uk](mailto:info@dmcc.org.uk)

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