

Milton Keynes Reader Service

Privacy Policy

At Milton Keynes Reader Service we are committed to protecting your privacy. We protect any personal information you give us.

This policy is written in accordance with the current Data Protection Act in force. If you have any questions about it, please contact our Data Protection Officer using the following details:

Milton Keynes Reader Service

First Floor, Margaret Powell House

403 Midsummer Boulevard,

Milton Keynes MK9 3BN

Email: mkreaderservice@yahoo.co.uk

Personal information

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address and telephone number.

We must ensure that the data we hold is accurate, adequate, relevant and not excessive.

Normally the only information we hold about you comes directly from you. Whenever we collect information from you, we will make it clear which information is required in order to provide you with the information or services you may require. You do not have to provide us with any additional information unless you choose to. We store your information securely on our computer system, we restrict access to those who need to know and we train our staff in handling the information securely

How do we use your information?

We use your personal information to give you the information about the services we offer and that you ask for.

We will also use your information for administrative purposes, to let you know about changes and, if you agree, as part of our fundraising activities.

We will only use your personal details in relation to your request to use the services of Milton Keynes Reader Service. Milton Keynes Reader Service is a charitable organisation Registered Charity No 1169548. We will not pass your information on to other third parties, unless we have your consent and you ask us to do so.

Milton Keynes Reader Service is responsible for collecting your personal information. Your personal information is not shared with third parties or used in any other way (other than as described in this policy or as required by law) unless you agree.

We will store records of the assistance we have given you, but will only use this to provide a history of the support you received in the past from our staff or volunteers.

Newsletters and Updates

Milton Keynes Reader Service produces newsletters that outlines our services and activities, and includes useful organisations and resources. We also, occasionally, produce updates that we send to specific parts of our local area because we are running an event or some other activity there.

If you would prefer not to receive any information from us, please let us know and we will update our database accordingly.

Accessing and updating your personal information held by Milton Keynes Reader Service

Please help us to keep your information up to date by letting us know of any changes.

You have the right to a copy of all the information we hold about you. To obtain a copy, please write to the Data Protection Officer at:

Milton Keynes Reader Service
First Floor, Margaret Powell House
403 Midsummer Boulevard,
Milton Keynes
MK9 3BN
Tel: 01908 231123
Email: mkreaderservice@yahoo.co.uk

Changes to this policy

We may change our Privacy Policy from time to time, copies of which will be made available upon request.