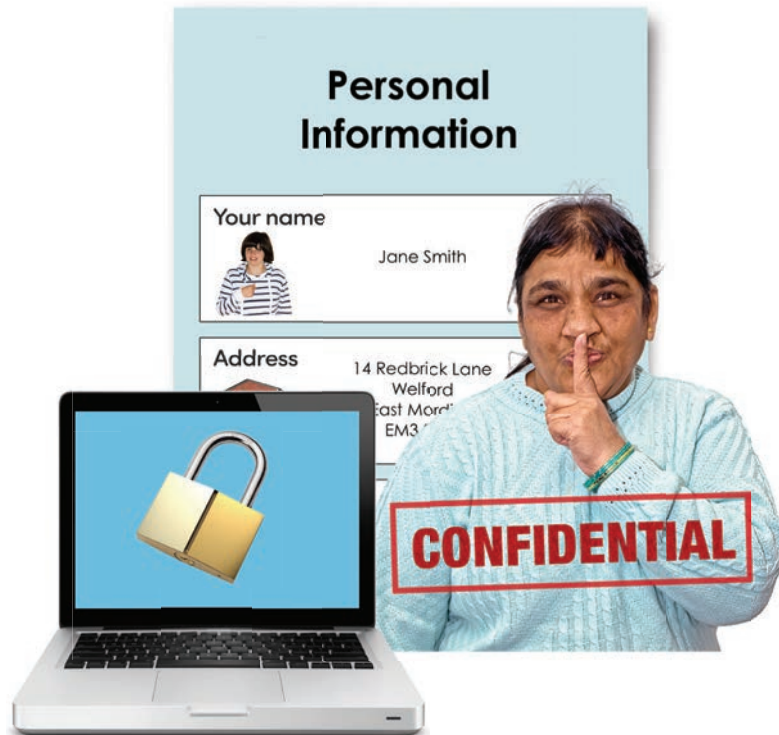




# Privacy Policy



How we look after your  
personal information



A privacy policy tells you how organisations deal with information they have about you.

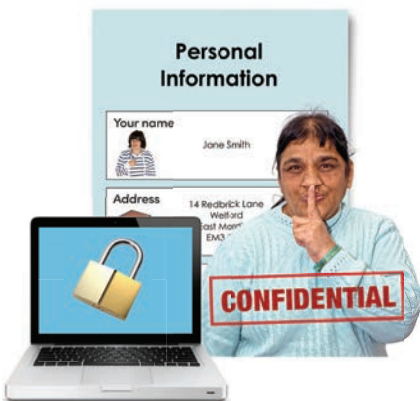


The law says organisations must have a privacy policy.

Personal Information	
Your name	Jane Smith
Address	14 Redbrick Lane Wellford East Mording EM3 9NM
Phone	08944 368 1949

Our privacy policy tells you:

- What personal information we have about you



- How we look after your personal information

# Personal information we have about you



This may be:

- Your name and your date of birth



- Your address, email address and telephone number



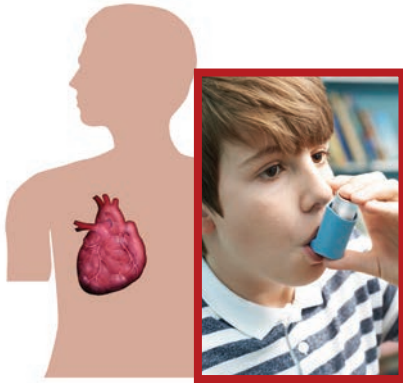
- Who you live with and any support you get from family and friends



- Where you go to school or college



- Information about your health. Things like doctor appointments, tests and treatments



- We may also have information about any health problems you have.

We can only use your personal information if:



- You, your parents or carers agree

**Or**



- To help look after your health

# Information from your computer or tablet



When you look at our website your computer or tablet tells us things like:



- Where you are



- If you are using a computer or a tablet to look at the website



- Which one of our webpages you visit



- Anything you have written in the search box



# How we use your information



We use your information for these reasons.



- To support you and your family



- When we talk to people who need to know information about your health



- If you ask us a question and would like us to get back to you



- To send you information about us. Or ask you to fill in things like surveys

## Who we may share your information with



- Healthcare staff. People like your doctors, hospital staff and carers.



- People who work for Max Appeal



- People who help us to run Max Appeal. These may be people who:

- Help us to look after information on our computers



- Help us to look after our money



- Help us to make sure Max Appeal is following the law



If you agree we may put a photograph of you on our website. This will mean lots of people you don't know will see the photograph.



We will keep your personal information safe. This means only people who need to see it are allowed to.

## Your rights



You have the right to:

- Ask to see what information we have about you



**Name**

Marie Black

**Address**

345 Marine street

**Telephone**

~~1234 5678~~

- Change any information that is wrong





- Ask us to delete information we have about you



- Ask us not to use your information because you think it is unfair how we:



- Collected your information
- Shared your information
- Looked after your information



- Change your mind and decide you do not want us to use some of your information.



- Complain if you think we are not looking after your information in the right way.



You can complain to the Information Commissioner's Office called the **ICO** for short.



The **ICO** checks we are looking after information in the right way.



**Website**  
[www.ico.org.uk](http://www.ico.org.uk)



If we change anything in this policy we will put it on our website or email you.



If you have any questions or want to talk to us you can contact us.

## Contact us



### Telephone

0300 999 2211



### Email us

[info@maxappeal.org.uk](mailto:info@maxappeal.org.uk)



### Write to us

15 Meriden Avenue  
Stourbridge  
West Midlands  
DY8 4QN