

PACE Privacy Notice

This privacy notice explains how PACE collects and uses personal information. Please read it carefully; if you have any further questions please do not hesitate to contact us. This is also available on our website.

Our promise.

PACE is committed to respecting your privacy and ensuring the personal information you have given us is processed in accordance with the GDPR and The Data Protection (Bailiwick of Guernsey) Law, 2017. These laws strengthen your rights and give you control over the personal information that organisations hold about you.

The personal information we collect.

The personal information we collect will be, in the majority of cases, related to our staff and volunteers and includes:

- Your name.
- Your contact details: postal address, phone number and email.
- Records of your contact with us: emails, hand written notes, electronic documents such as notes from meetings and training materials.

We will also keep a record of our club members' names and school contact information.

Why we collect your personal information.

We will only collect personal information that relates to the work undertaken by PACE.

Marketing permissions.

We will not use personal information for marketing purposes unless we have your explicit permissions to do so.

Who we share your information with.

Information will be kept securely at all times and will not be shared with anyone unless we have your specific consent to do so.

How long we keep your data.

We will only keep your personal information for as long as it is required and in accordance with statutory requirements. This will be discussed with you when we work with you. If you require any further information, please contact us.

Your information rights and choices.

Data Protection Legislation gives you rights, which may not apply in all circumstances, including:

- To be informed about our processing of your personal data.
- To request in writing and securely obtain copies of the personal information we hold about you.
- To correct or update your personal information processed by the company.

Reporting concerns.

Please contact us if you wish to raise a concern about how we handle your personal information. You also have the right to lodge a complaint with the Information Commissioner's Office about how we manage your data.

Changes to this Privacy Notice.

We will review this Privacy Notice regularly, and may update it, should there be a change in the law, or our operational procedures. If there are any significant changes in the way we process your personal information, we will send you a notification.

If you would like further clarification, please do contact us on:

Email: hellopace@paceguernsey.com
Mobile: 07781122402