

Dalkeith CAB

Privacy Policy for helping with research, campaigns or media



1. Introduction

- 1.1 If you have told us you are willing to help with future research, campaigns or media work, we will record your consent to do so. We'll always tell you how we'll use your information and at the time you have been asked to participate, we will seek your further permission prior to sharing your data with another organisation.
- 1.2 We might have asked one of our research partners to contact you on our behalf. These companies should have their own privacy policy relating to how they collect, use and share your personal information. They should explain these to you at the beginning.

2. What information will we ask for?

- 2.1 We only ask for the information we need to tell your story or inform our research. Depending on how we want you to help us, this might include information about:
 - 2.1.1 Your situation like family, work or financial circumstances - and how it affects you.
 - 2.1.2 How you use the CAB and other organisations' services, and what you thought about them.
 - 2.1.3 Your name and contact details, so we can keep in touch with you.
 - 2.1.4 Demographic information like your gender, ethnicity or sexual orientation (with your consent).
- 2.2 If you don't want to give us some personal details, you don't have to.

3. How will we use and share your information?

- 3.1 When we contact you, we will explain how we want to use your information. For example, we might want to:
 - 3.1.1 Ask you to share your story with the media
 - 3.1.2 Include your information in a report or blog as part of our research and design, campaigns, or media work
 - 3.1.3 Use your information to improve our services.
- 3.2 If we're sharing your story publicly, you can stay anonymous if you wish. We will change some details of your story to make sure you can't be identified.

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- 3.3** We might share your anonymised information with government or industry regulators as part of our campaigns and policy work.
- 3.4** Organisations we share your data with must store and use it in line with data protection law. They can't pass it on or sell it without your permission.