

Privacy Statement (potential donors)

We have a legal duty under the Data Protection Act to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, relevant and not excessive, and that we don't retain it for longer than necessary.

When you request information from the Cambridge Psychotherapy Assistance Trust (CPAT), or become a donor to our organization, CPAT retains information about your contact with us. This statement explains how we look after that information and what we do with it.

Whenever we collect information from you, we will make it clear what information is required in order to provide you with the information or service you need. You do not have to provide us with any additional information unless you choose to. We store your information securely on our computer system or in locked filing cabinets, we restrict access to those who have a need to know, and we ensure that all trustees know how to handle the information securely.

We would also like to contact you in future to tell you about the service we provide, to keep you informed of what we are doing and ways in which you might like to support CPAT. You have the right to ask us not to contact you in this way. We will always aim to provide a clear method for you to opt out. You can also contact us directly at any time to tell us not to send you any future marketing material.

You have the right to a copy of all the information we hold about you (apart from a very few things which we might be obliged to withhold if they concern other people as well as you). To obtain a copy, or if you think there has been any breach of data protection, contact the Trust Secretary. We aim to reply as promptly as we can, and in any case, within the legal maximum of one month.