

## **Privacy Statement**

**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 it's not retained for longer than necessary.**

**When you request information from the Cambridge Psychotherapy Assistance Trust (CPAT), or apply to our service, 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 for a period of 5 years, we restrict access to those who have a need to know, and we ensure that all our trustees know how to handle the information securely.**

**You have the right to a copy of all the information we hold about you. To obtain a copy, or if you feel there has been a breach in data protection, contact the Secretary of CPAT. Contact details are on the website. We aim to reply as promptly as possible and, in any case, within the legal maximum of one month.**