

# Professional Advocacy Services Privacy Policy

Effective Date: January 2025

Last Updated: December 2024

Professional Advocacy Services are committed to protecting your privacy. This Privacy Policy explains how we collect, use, and protect the personal information you provide to us.

You have a right to expect us to handle your data in a safe and secure manner, and comply with our legal and professional responsibilities, and so you can find all of our data policies below.

## **1. The types of information we may need to collect:**

\* Personal Information: Such as name and contact details including address, phone number and email.

\* Sensitive Information: Details about your case, health conditions, or personal circumstances which are necessary when providing our services.

## **2. How we may use your information. We use the information we collect to:**

- \* Provide advocacy services tailored to your needs.
- \* Communicate with you about your case.
- \* Maintain accurate records and comply with legal obligations.
- \* Improve our services and website functionality.

## **3. How We Protect Your Information:**

- \* We store your data securely using encryption and access control measures.
- \* Only authorized staff members access your information.
- \* We do not share, sell, or rent your data to third parties without your explicit consent, except where required by law.

**4. Sharing Your Information, we may share your information with:**

- \* Relevant third parties (e.g., legal representatives, care providers) with your consent.
- \* Authorities, if required by law to safeguard your welfare or comply with regulations.

**5. Your Rights, you have the right to:**

- \* Access the personal information we hold about you.
- \* Request corrections to inaccurate information.
- \* Withdraw consent for us to process your information.
- \* Lodge a complaint with a supervisory authority if you believe your data has been mishandled.

**6. Retention of Information:**

\* We retain your information for as long as necessary to provide our services or comply with legal obligations. After this, we securely delete or anonymize your data.

**8. Changes to This Policy** - We may update this Privacy Policy from time to time. The latest version will always be available on our website.

**9. Contact Us** - For questions or concerns about this Privacy Policy, contact us at [admin@professionaladvocacyservices.co.uk](mailto:admin@professionaladvocacyservices.co.uk)