

BRIDGEBORNE PRIVACY POLICY

Bridgeborne Ltd are committed to protecting and respecting any personal information you share with us.

This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive communications from us and will never send you unsolicited email or communications. We do not sell your information to third parties.

The contents of this statement may change from time to time so you may wish to check this page occasionally to ensure you are still happy to share your information with us. Where possible, we will also contact you directly to notify you of these changes.

What information do we collect?

We hold your contact information and collect information about you to allow us to provide our services to you. We only collect information which is necessary and relevant for us to deliver effective support to you.

As part of our service, we may hold medical and other personal information about you. This information is held in secure and encrypted form and handled in line with the guidelines of the Information Commissioners Office (ICO).

How do we use this information?

Bridgeborne Ltd will only process information that is necessary for the purpose for which it has been collected.

We may also use and process your personal information where this is necessary to perform a contract with you and to fulfil and complete any necessary billing and other transactions.

Legitimate Interests.

We may use and process your personal information where it is necessary for us to carry out activities for which it is in our legitimate interests as a service provider to do so.

Legal Obligation.

We may process your personal information to comply with our legal requirements (for example if a court requires us to do so).

How do we share this information?

We manage all personal information in accordance with the 2018 Data Protection Act and anything you discuss will be in professional confidence. If we are supporting you with professional services, then during the management of your case, it may be necessary to share your information with members of our team and/or relevant parties in your case. In exceptional circumstances we have an obligation to break confidentiality i.e. if we talk to someone who disclosed plans to harm themselves or others.

How long do we keep your information for?

We will not hold your personal information in an identifiable format for any longer than is necessary.

How can you manage the information we hold about you?

You have the right as an individual to access the personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to erase information we hold about you. To discuss this with us, please use the contact process on our website or email admin@bridgeborne.co.uk