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**Privacy Statement (Information and Advice(I&A)**

Personal data we currently hold about you will be processed by Age UK West Sussex in accordance with the General Data Protection Regulation 2016/679. Your information is stored on our secure database system and used as follows:

* To administer the services we provide you.
* To provide our funders with **anonymous** statistical information on the use of our services.
* In case of an emergency.

We will only share your details with a third party where we have your explicit consent or where we have a legal obligation to do so.

If you have accessed our Information and Advice service we will keep your records for 3 years for information enquires, however you can withdraw your consent at any time.

For all advice enquiries we have an obligation to keep your data for 6 years in accordance with our Advice Quality Standard.

 You can withdraw consent by phoning 01903 731800 or by emailing admin@ageukwestsussex.org.uk

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