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|  | We (Share Community) hold information about people we contact and provide services to. |
|  | Personal information is information that can identify you.  It can include:   * Your name * Your date of birth * Your email address * Your address * Your telephone number * Your debit card details |
|  | We use this information to:   * Provide services at Share * Give information about Share * Support fundraising * Keep a record of your relationship with us * Know how you like to be contacted |
|  | We need to have your permission to use this information.  We will ask for your consent and only use information if you let us.  We won’t sell your information to anyone else. |
|  | Some of our services are provided with other organisations.  This means we might need to share information to make sure services are right.  We will ask your permission to do this.  You can say no, but it may mean you don’t get all the services you need or want. |
|  | But, if someone is in danger of harm or crime, we can share information without your permission. |
|  | We keep your personal information safe.  We only allow staff and volunteers to see your information.  We use passwords and secure computer software to keep the information safe. |
|  | You can ask to see your information.  You can ask us to stop using your personal information and if we don’t need it for the reason you gave it to us, we will stop using it.  Email: [info@sharecommunity.org.uk](mailto:info@sharecommunity.org.uk) |