

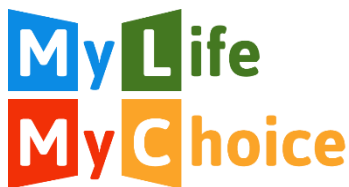
# Easy-read Privacy Notice – *Service users*

This is an explanation of how we manage your personal information as well as your rights

## 1. Who are we?

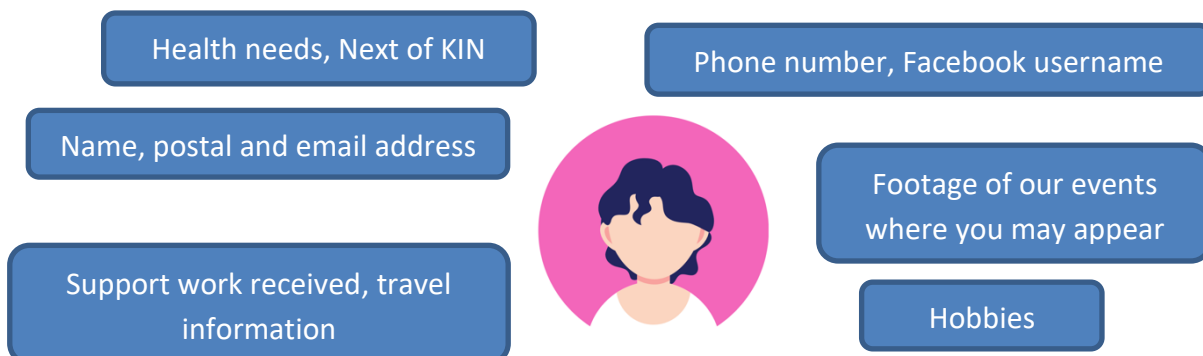
We are **My Life My Choice**

You can contact us at [info@mylifemychoice.co.uk](mailto:info@mylifemychoice.co.uk) or 01865 204214



Charity registration number: 1187726  
Address: Unit 3, Watlington House, Watlington Road, OX4 6NF Oxford

## 2. What information we collect about you, who provides it and when?



In particular, in reference to the individuals joining as travel buddy trainers, we may also process some basic criminal records for the purpose of the DBS check, as well as data including: passport/driving licence details and NI number.

We collect your data:

- During the referral/registration process
- During the delivery of service

The information we collect includes data shared by yourself or by the organisation referring you.

When processing your data, we rely on the lawful basis of legitimate interest or contractual obligation (if you are joining as a Travel buddy trainer).

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### 3. For how long we keep your data

We keep your data for 12 months after your engagement with us. After this time, personal data will be reviewed, and securely destroyed.

If we collect your data as part of the referral process, but for any reason, you do not engage with our services, we delete your data after 6 months.

### 4. How do we use your information?

Provide the best service for you



Monitor and manage risks



Provide anonymous reports



Safeguarding



### 5. Confidentiality, data sharing and safeguarding

We may share information with or without your consent where we are obliged to by the law and for safeguarding reasons.

### 6. Security precautions

All information we collect about you is stored securely and we take maximum precautions to ensure its security. We have secure communication arrangements with partners so that any information you share is safe.



### 7. Your rights are important

You have the right to:

- know what data we hold about you
- correct anything that's wrong
- request the deletion of your data
- complain.

To exercise any of your rights, or to ask any question, please contact us at [info@mylifemychoice.co.uk](mailto:info@mylifemychoice.co.uk) or 01865 204214

For the full privacy notice, please visit the MLMC website

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