

This privacy policy will help you understand how DAFS (Drug & Alcohol Family Support) uses and protects the data you provide to us.

We reserve the right to change this policy at any given time, of which you will be promptly updated.

## **What Data We Collect**

When you join the DAFS community, we may collect the following data:

- Your contact information such as telephone number, email address and postal address.
- Other information regarding your family situation & any relevant risk information.

## **Why We Collect Your Data**

We are collecting your data for several reasons:

- To be able to contact you via various methods.
- To better understand your support needs.
- To gather information to improve our service.
- In case of any Safeguarding concerns.
- To contact you to fill out feedback surveys.

## **Safeguarding and Securing the Data**

DAFS is committed to securing your data and keeping it confidential. DAFS will do all in its power to prevent data theft, unauthorised access, and disclosure by implementing the latest technologies and software, which helps us safeguard all the information we collect online.

## **Links to Other Websites**

As part of information sharing, we may provide links that lead to other websites. If you click on these links, DAFS is not held responsible for your data and privacy protection. Visiting those websites is not governed by this Privacy Policy agreement. Make sure to read the Privacy Policy documentation of the website you go to.

## **Restricting the Collection of your Personal Data**

At some point, you may wish to restrict the use and collection of your personal data. You can achieve this by doing the following:

If you have already agreed to share your information with us, feel free to contact us and we will be more than happy to change this for you, or if you no longer want to be a member of DAFS, we are happy to delete your personal information from our database.

DAFS will not lease, sell or distribute your personal information to any third parties, unless we have your permission. We may do so if the law forces us to. Your personal information will be used when we need to send you emails or other communication if you agree to this privacy policy.

This policy will be reviewed and updated every 3 years:

August 2024 next review due August 2027