LEAP for Prescribed Drug Dependence

Lived and professional Experience Advisory Panel

Privacy Notice

This notice describes how leap4pdd will collect, use, share, retain and safeguard personal data. It sets out your individual rights, which include the right to know what data is held about you, how this data is processed and how you can place restrictions on the use of your data.

What information do we collect?
The information we request and that you choose to share to join the leap list may include:

Personal information
- first or given name and family name or surname
- contact information (address, telephone numbers, email address)

Sensitive personal information
You may also choose to share sensitive personal information your experiences and feelings – this may include information about:
- gender, ethnicity, and marital status
- religious or other cultural beliefs
- physical or mental health information

Gaining your consent
- When you join the list, we explain how your information will be shared and explicitly ask for your consent to do so.

What do we use it for?
- Your contact information may be used for administrative purposes to send you relevant information about leap4pdd activities
- Your information **(excluding your email address)** will be available via the leap4pdd.org website to anyone who chooses to look, however it will be made clear that you should only be contacted in connection with relevant non-for-profit projects relating to developing services for prescribed drug dependence.
- Email addresses will have to be requested by contacting leap4pdd administrators who will use best endeavours to ensure only legitimate requests are responded to.

Information Security
Your data is captured using an airtable.com database. Airtable also complies with GDPR and their policies can be found here. Records may be manually amended to maintain data quality.

How long will we keep your information for?
It is intended that your information will be retained on the list for as long as the site is active and the list is useful for its intended purpose. As we are a not-for-profit group we are exempt from registering with the UK Information Commissioner's Office.

Corrections and concern
If you believe that information we hold about you is incorrect or out of date, or if you have concerns about how your personal information is being handled, please contact us and we will try to resolve those concerns. If you wish to have your personal information deleted, please let us know and we will take reasonable steps to delete it (unless we need to keep it for legal reasons). If we become aware of any on-going concerns or problems concerning our privacy practices, we will take these issues seriously and work to address them.