

Method of contact	Email <input type="checkbox"/> Telephone <input type="checkbox"/> Post <input type="checkbox"/> SMS <input type="checkbox"/> (to be introduced 2018)
Any additional information we should be aware of	

Client Signature:**Date:**

Data Protection

How we treat the information we gather

HAD is a registered charity and a company limited by guarantee. We are the Data Controller of personal information that this policy applies to under the Data Protection Act 1998.

We only collect information about you that:

- helps us make our services work better for you
- lets us contact you if we need to
- lets us give you accurate local information if you need it
- shows us how you are using our services, so we can keep improving it
- helps us understand why you support our work, so we can better meet your needs and find more people like you.

How we use your information

We never share your information with other organisations for marketing, market research or commercial purposes, and we don't pass on your personal information to any other website.

Disclosure of your information

We may disclose your personal information:

- if we are under a duty to disclose or share visitors' personal data to comply with a legal obligation
- for law enforcement purposes
- to apply our terms of use and other agreements

Your rights

Under the Data Protection Act you have the right to:

- ask us not to process your personal data
- see information we hold about you
- ask for inaccurate personal data to be corrected

For a copy of the personal information we hold about you, write to the **Manager, HAD, 1a Woodhall Crescent, Hornchurch, Essex, RM11 3NN**, when we are satisfied of your identity we will send you a copy of your personal information that we are legally required to disclose. We may ask you to pay a fee. Please contact us at the same address if you believe that information we hold about you is inaccurate and want it to be corrected.

Office Use only:	
Date registration received:	Date registration contacted:
Recorded on database:	Staff Initials