



DG Unlimited – Easy Read: Your Personal Data and Privacy

What this is about

This guide explains how DG Unlimited looks after your personal information.

Personal information means things like your name, email, phone number, or bank details.

Why we collect your data

We collect your data so we can:

- Contact you
- Pay you if you are working with us
- Send you updates about our work
- Improve our programmes and events

What kind of data we keep

We may keep:

- Your name and contact details
- Information you give us on forms
- Invoices and payment details
- Photos or videos (with your permission)

How we keep it safe

We:

- Use secure computers and passwords
- Only let trusted staff see your data
- Never sell your data
- Keep it only for as long as needed

Who we might share it with

We only share your data if:

- You say it's OK
- We have to by law
- It helps us do our work (like with funders or accountants)

Your rights

You can:

- Ask to see your data

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- Ask us to change or delete it
- Say no to how we use it
- Unsubscribe from emails anytime

Need help or want to ask something?

Just email us at comms.dgu@gmail.com.

We're here to help and will always listen.

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