



This Easy Read Privacy Notice explains **why, when** and **how** we use your personal information.

It also explains how we keep your information **safe** and what **choices** and **rights** you have.

 <p>The logo for Active Kent & Medway features a stylized blue figure with arms and legs raised, resembling a person in motion or a starburst, positioned above the word "active" in a bold, lowercase sans-serif font. Below "active" is the text "Kent & Medway" in a smaller, lighter font.</p>	<p>Who are we?</p> <ul style="list-style-type: none">• We are Active Kent & Medway, an organisation that helps people to be more active.• We are hosted by Kent County Council.
 <p>A photograph of a young man with dark hair, wearing a grey t-shirt, sitting at a desk and looking at a laptop. A large, semi-transparent blue speech bubble containing a white lowercase letter 'i' is overlaid on the top left of the image.</p>	<p>How do we collect information from you?</p> <ul style="list-style-type: none">• We collect information through our website, by email, by telephone, face to face, or by post.
 <p>A photograph of two women sitting at a table, engaged in conversation. One woman is wearing a dark top and the other is wearing a light-colored top. A large, semi-transparent blue speech bubble containing a white lowercase letter 'i' is overlaid on the top left of the image.</p>	<p>Why do we use your information?</p> <ul style="list-style-type: none">• We collect your personal information for clear reasons.

	<ul style="list-style-type: none">• We will tell you why we need it.
	<p>What information will we use?</p> <ul style="list-style-type: none">• We may collect information such as:<ul style="list-style-type: none">• Your name• Your date of birth• Your address• Your phone number• Your email address• Sometimes we may ask questions about:<ul style="list-style-type: none">• Your age• Your gender• Your ethnicity• Your health• We ask these questions to:<ul style="list-style-type: none">• Make sure everyone is treated fairly• Check that no one is left out• You do not have to answer these questions if you do not want to.

	<ul style="list-style-type: none">• When we use this information, it is grouped together.• We only collect information we need to support you and provide our services.
	<p>How do we use your information?</p> <ul style="list-style-type: none">• To provide activities and services.• To support health and wellbeing.• To check our work is fair and inclusive.• To send you information you ask for.• To help with funding applications for activities or services you are involved in.



How do we keep your information safe?

- We keep your information on **secure computer systems**.
- Only people who need your information can **see it**.
- Everyone follows **clear rules** to keep information safe.
- We keep your information only for the time we **need it**. After this, we **delete it safely**.
- You **can ask** us if you want to know more.





How do we share your information?

- We only share your information **if you agree** or **if the law** says we must.



What about Children and Young People?

- We have a separate privacy notice for **children and young people**. You can find it

	<p>on our website or ask us for a copy.</p>
 A woman with dark hair tied back, wearing a grey tank top and black skirt, is looking down at a white document she is holding. To her left is a blue speech bubble icon containing a white lowercase letter 'i'.	<p>What are my rights?</p> <ul style="list-style-type: none">• You have rights over your information.• You can:<ul style="list-style-type: none">• Ask to see your information• Ask us to correct mistakes• Ask us to delete your information• Ask us to stop using your information• Ask us to send your information to another organisation• You can ask about your rights at any time.
 A man with dark hair, wearing a black t-shirt, is looking thoughtful with his hand to his chin. To his left is a blue speech bubble icon containing a white lowercase letter 'i'.	<p>Who can I contact?</p> <ul style="list-style-type: none">• You can contact us by:<ul style="list-style-type: none">• Email : activekent@kent.gov.uk• Phone: 03000 414001• Post: Active Kent & Medway, Worrall House, Kings Hill, ME19 4AE.

	<ul style="list-style-type: none">• Our Data Protection Officer can help with privacy questions.• If you are unhappy, you can make a complaint to us at activekent@kent.gov.uk.• You can also complain to the Information Commissioner's Office (ICO) by phone on 0303 123 1113.
<p>Changes to this notice</p> <ul style="list-style-type: none">• We may update this Easy Read privacy notice when things change. The latest version will be on our website.	