


African Caribbean Medical  
Mentors (ACMM)

# **Privacy Policy**

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August 2020



African Caribbean Medical Mentors (ACMM) are committed to keeping your data safe. This policy explains how and when we use the personal data we collect from you via our website or social media platforms.

## **What data do we collect?**


At ACMM, we only collect data that is necessary in order to provide our services and fulfil our purposes. We will usually ask for the following information:

- Your full name
- Your email address
- Your place of study/work
- Your occupation
- Your age or date of birth
- Your contact number
- Your area of residence

## **How do we collect your data?**

We only collect data you have provided to us directly or have consented to be provided to us via an educational or professional body. Your data is collected when you:

- Register for any services via our website
- Voluntarily complete a feedback form or survey

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- Respond to any correspondence via email or social media platforms providing your data voluntarily.


## How will we use your data?

ACMM collects your data so that we can:

- Contact you about opportunities to volunteer, attend events or increase your professional development
- Liaise with you when you volunteer for events or initiatives set up by ACMM
- Contact you when you sign up to attend events or use our services
- Update you on ACMM as an organisation
- Match you to a mentor/mentee via our mentoring scheme
- Share your email address and name with your mentor/mentee in order to take part in the mentoring scheme
- Measure our impact by analysing the information you have provided

Your data will not be shared with any other organisation or individual unless you have consented for us to do so.

## How do we store your data?



ACMM stores your data safely and securely ensuring that only our team members have access to it. If you have provided your details as a mentor/mentee, we will delete your data after two years. If you have provided your data as an ambassador, we will delete your data after five years. Once this time has expired, we will delete your data from our systems by removing you from our database securely. You are able to request us to delete your data at any point by the contact details below.

## Marketing

ACMM would like to send you information about products and services of yours that we think may be useful to you, as well as those in line with our goals and aims.

If you have agreed to receive marketing, you may always opt out. You have the right at any time to stop ACMM from contacting you for marketing purposes.

## What are your data protection rights?

At ACMM, we want to ensure you are fully aware of your data protection rights. All service users are entitled to the following:

**The right to access** - you have the right to request any copies of your personal data from ACMM.

**The right to rectification** - you have the right to request that ACMM correct any information you believe is inaccurate. You also have the right to request ACMM complete information you believe is incomplete.

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**The right to erasure** - you have the right to request that ACMM erase your personal data.

**The right to restrict processing** - you have the right to request that ACMM restrict the processing of your personal data.

**The right to object to processing** - you have the right to object to ACMM's processing of your personal data.

**The right to data portability** - you have the right to request that ACMM transfer the data that we have collected to another organisation or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

[info@acmedicalmentors.co.uk](mailto:info@acmedicalmentors.co.uk)

Call us at: 07737993011

Or write to us at: 49 Strover Street

Gillingham

Kent

ME7 1JD

## What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. We do not currently use cookies.

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## Privacy policies of other websites

ACMM's website contains links to other websites. Our privacy policy only applies to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

Our company keeps its privacy policy under regular review and places any updates on this webpage. This privacy policy was last updated on 13th August 2020.

## How to contact us

If you have any question about ACMM's privacy policy, the data we hold on your, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@acmedicalmentors.co.uk](mailto:info@acmedicalmentors.co.uk)

Call us at: 07737993011

Or write to us at: 49 Strover Street

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