

# Privacy Policy for:

Green Gateway, a project delivered by Foothold Cymru.



Privacy Notice for Participants accessing our services  
**Foothold Cymru are committed to treating the information you share with us, and any information we get about you from other sources with respect and keeping it safe. This notice tells you what Foothold Cymru does with the information we keep about access any of our services or projects.**

Where we get information about you

We get information about you in the following ways:

When you give us information directly or make contact with us. We ensure that it is kept safe at all times.

When we are given information about you indirectly, e.g. referrals to Foothold Cymru's services or working closely with other agencies who are also working with you. Your information will only be shared with us by these organisations if you gave permission to them to share that information.

When we are given information about you by a family member / friend to help us support you.

**What personal data we have and how we use it:**  
**We will have some or all of the following information, dependent on the service(s) you access.**

- Your name
- Your contact details, including address, email address and phone number
- Your date of birth
- National Insurance number
- Details for an emergency contact or next of kin
- Equalities monitoring information
- Criminal record history
- Risk assessment completed by Foothold Cymru and other agencies
- Details of any children
- Information about your family
- Details of people who may be a risk to you
- Education, training and employment information – what you have done and what you would like to do
- Proof of identification
- Information around any support you need and the support we provide for you
- Financial details
- Information related to your health
- Photographic images

**We will use the information we collect to:**

- Support you safely and in the best way we can
- Monitor and report on your achievements
- Report to funders
- Plan and manage the organisation
- Research to improve the way we support people
- Safeguard you and others
- Provide case studies to be used externally (we will anonymise these or ask specific permission) via our media consent process.



**FOOTHOLD  
CYMRU**  
NEWID BYWYDAU CAM WRTH GAM  
CHANGING LIVES STEP BY STEP

Foothold Cymru is a charity registered in England and Wales number: 1188696. Company registration number: 02633128.