



## **Sheffield SCN Peer Support Group Privacy Policy**

The Spiritual Crisis Network (SCN) Sheffield Peer Support Group is a local support group facilitated by volunteers. We are not a company or a charity.

### **About The Information We Collect**

When you contact us, we make a note of the details you give us: your name, email address and/or telephone number. We also keep a copy of any email correspondence you send us via our Gmail account [SCNsheffield@gmail.com](mailto:SCNsheffield@gmail.com)

We sometimes keep handwritten notes about topics discussed at the group so we can remember what we've talked about. These are always anonymous and do not identify individual members.

### **Who Has Access To The Information**

The SCN Sheffield Gmail is monitored at least once a month by the group facilitators, currently Mike and John.

### **How We Use Your Information**

We use your contact details to tell you about the group meetings every month, and, very occasionally, about additional group events or information relating to group discussions.

As part of our ethical practice as facilitators we discuss anonymous information about the group with other SCN local group facilitators in a confidential setting.

### **Sharing information**

We don't share your information with any other organisation or member unless you ask us to, or we are legally obliged to.

## **How Long We Keep Information For**

We will keep your contact details, email correspondence and consent to be on our e-mail list for as long as you remain a member. If we don't hear from you, we will keep your details for up to 2 years after last contact before deletion.

## **Your Rights**

You can ask us to remove your contact details and any correspondence from our email list at any time by emailing [SCNsheffield@gmail.com](mailto:SCNsheffield@gmail.com) to let us know.

## **Your Responsibilities**

If you attend a group meeting with us you may hear information that is personal to other people, or share information that is personal to you. At any meeting you may meet someone who attends regularly, someone who is coming for the first time, or someone who may attend a few times and never come again.

For this reason, we ask everyone, whether they choose to attend future meetings or not, to:

1. only share those parts of their personal information that they are comfortable with other people knowing
2. respect privacy and not share other people's personal information or stories outside the group without their consent