

YOUR INFORMATION (PRIVACY POLICY)

Who are we?

Communicourt helps people to take part in court cases.

We help people to understand and communicate.

This document is about how we keep your information safe.

What information do we collect?

We only collect what we need to help you.

- Your name
- Your date of birth
- Your contact details
- Your health or communication needs

How do we get your information?

- From you
- From your solicitor or the court
- Through forms, phone calls, or emails

Why do we use your information?

- To understand your communication needs
- To decide what help you need in court
- To write reports that can tell the court how to help you

Who do we share your information with?

- The court
- Your lawyer or legal team
- Our team

We do **not** sell your information. We only share what is needed.

How do we keep your information safe?

- It is stored safely and securely
- It is seen **only** by the right people

How long do we keep it?

- We keep your information for six years OR until we are told that it is no longer needed. Then we delete it safely.
- Some information must be kept by law. For example, if your court case is still happening, we are **not** allowed to delete your information.

Your rights

- You are allowed to see your information
- You can ask us to fix mistakes
- You can ask us to delete your information. We will do this **if** we can.
- You can ask us to stop using your information.

Need help?

- You can contact Communicourt or ask someone to help you do so

Communicourt Ltd
Unit 110 Fort Dunlop, Fort Parkway, Birmingham B24 9FD
0121 663 0931

- You can also contact the Information Commissioner's Office (ICO).
0303 123 1113

Remember

- We only collect the information we need.
- We use it to help you.
- We keep it safe.
- You have rights.