**Carer Friendly Newham programme**

**Terms and Conditions**

Any organisation working within Newham that has an influence on the lives of Carers in the borough can sign up to the “Carer Friendly Newham” programme.

By signing up to the programme, you/your organisation agree to adhere to the terms and conditions detailed in this document and advocate for the programme principles.

The sign-up form will also ask you to make at least one pledge to Carers in Newham. Where possible, the Council may support you to fulfil these pledges. However, this is your responsibility and we will not formally monitor your progress in any way.

Please note that the Council does not endorse or certify any organisation that signs up to the programme. This is not a certification scheme; rather, you are agreeing to make a commitment to Carers in the borough.

The Council will provide you with some graphics which you are encouraged to display on your webpage, billboards, newsletters or social media to help raise awareness of the programme. Please do not modify these graphics in any way.

Only organisations that have signed up to the programme are entitled to use these graphics. Displaying the graphics does not mean that the Council endorses your organisation.

By signing up to the programme, you are giving the Council permission to display the name of your organisation on the Council’s website.

If you fail to observe any of the programmes principles, for instance by endangering the safety of a Carer or failing to protect their privacy, or do anything to harm the reputation of the Council and/or the Charter, the Council reserves the right to withdraw your signature immediately at its sole discretion and you will be required to remove any signage from your business (either online and/or at your physical premises) that indicates you as a signatory to this programme.

Thank you once again for signing up to the “Carer Friendly Newham” programme!

**Data Protection / Privacy Notice:**

The programme sign-up form will ask you to state your name, email address, job title or position and the organisation you work for.

Newham Council (‘the Data Controller’) is responsible for collecting and processing your personal information. Your data will be stored securely for up to two years.

This data will be used solely for the following purposes:

To keep a record of which organisations have signed up to the programme. We will display a list of these organisations (without any individual’s name or email address) on our website.

To contact you via the email address provided about your interest in the programme. This will solely be to see how you are progressing with your commitments and whether you would benefit from the Council’s support.

We will not use your data for any promotional or marketing purposes and your information will not be shared with third parties. This information will be held under the Council’s Privacy Notice.

We will never disclose or share your personal data without your knowledge, unless required to do so by law. We will not share any of your data with our partners without expressly seeking your approval.

You have the right to remove your consent at any time by submitting a request form or emailing InformationRightsTeam@newham.gov.uk, referencing “Carer friendly Newham” programme. If you do so, we will delete your data and remove your organisation’s name from the Council’s webpage and/or social media platforms (where applicable).