

## Privacy Notice 2023-24

### Privacy Notice

We want you to be confident that your information is kept safe and secure and understand how and why we use it. This privacy notice explains:

- Who we are
- Why we collect information about you
- How your information will be used
- How we keep it safe and confidential

### 1. Definitions

**UK GDPR** – UK General Data Protection Regulation

**Personal data:** any information relating to an identifiable individual such as your name, contact details, location data or online identifier.

**Special categories of personal data are defined as:** racial or ethnic origin, politics, religious or philosophical beliefs, trade union membership, genetics, biometrics (where used for identification) information concerning your health, sex life or sexual orientation.

### 2. Who we are

Nuneaton Bedworth and District Mencap Society. We are the data controller for any personal information we hold about you. Nuneaton Bedworth and District Mencap Society is a charity registered in England and Wales, number 244346, at Chetwynd House, The Parade, Off Prince's Street, Nuneaton, Warwickshire CV11 5NR

### 3. The information we collect and use

We will collect basic 'personal data' about you such as your name, date of birth, address and contact details. We may also ask you for more sensitive data, called 'special category data' such as your health and outcomes of needs assessments. This information is held securely in written form and/or in digital form.

We may collect the information from you or other trusted parties (e.g. relatives or carers). This may include:

- Details about you, such as your address, next of kin and/or carer information
- Notes and about your health and safeguarding
- Relevant information from relatives or those who care for you
- Photographs and videos of events, which may include images of members and volunteers. Specific requests will be made for photography and video at each event and permissions will need to be granted by any members or volunteers prior to any images being captured.
- Personal data relating to specific events/activities for which additional information is gathered.

Under the UK GDPR, the lawful bases we rely on for processing this information are:

- (a) Consent.
- (b) Legal obligation.
- (c) Legitimate interest.

#### **4. How we use your information**

Your records are used to:

- Process your membership with Nuneaton Bedworth and District Mencap Society
- Ensure the health, safety and wellbeing of yourself and others at group activities
- Support/accommodate any reasonable adjustments at group activities
- Notify you of activities, events, meetings and fundraising for Nuneaton Bedworth and District Mencap Society (if expressly permitted to do so)
- Investigating concerns, complaints, or legal claims

#### **5. Services we provide**

Nuneaton Bedworth and District Mencap Society provides social and leisure activities for its members with the object of improving their conditions of life. Most activities are held at our Chetwynd House centre, although some activities will be held off site (e.g. sports days, holidays and other trips)

#### **6. Who we share your information with**

We may also share your information under legal obligations with:

- Local Authorities and Social Care Providers
- Police and Judicial Services
- Regulatory Bodies
- Safeguarding Boards

- Royal Mencap Society

We may share information about you for the following purposes:

- To manage incidents that you have been involved in
- To deal with complaints and investigations
- Requests for information from official authorities or your representatives
- The prevention and detection of crime
- Legal advice or proceedings
- Responding to legal requests and court orders
- Local Safeguarding Boards
- Regulators
- We may use trusted providers to host our IT, archiving, and emailing services

## **7. How long do we keep information**

We will keep your information:

- For the duration of your membership (or longer if there is a legal reason to do so)
- For 12 months since last contact in the case of volunteers, committee members, donors or interested parties (or longer if there is a legal reason to do so)
- Photographs and videos of events will be deleted 3 years after the event with selective items kept for historical records
- Additional information for specific events/activities will be disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period

after which records, and confidential information are securely destroyed.

## **8. How we keep your information safe**

All our volunteers are expected to make sure information is kept confidential and receive training on how to do this.

The records we use will be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure. We ensure that the information we hold is kept in secure locations, is protected by appropriate security and access is restricted to authorised users.

We also make sure external data processors that support us are legally and contractually bound to operate and prove security arrangements are in place where data that could or does identify a person are processed.

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- General Data Protection Regulation 2016
- Common Law Duty of Confidentiality
- And all applicable legislation

We maintain our duty of confidentiality to you at all times. We will not disclose your information to any third party without an appropriate legal basis and there are exceptional circumstances (such as a risk of serious harm to yourself or others) or where the law requires information to be passed on.

## 9. Access to your information, your rights, and corrections

### Keeping us updated of any changes

Please let us know if you change your address or contact details etc. so that we can keep your information up to date. If you have a concern about some of the information held on your record, you can contact us about it or request a copy of your record.

### Your rights

Data Protection laws provides you with the following rights:

The right to be informed	As a data controller, we are obliged to provide understandable and transparent information about the way we process your data (this is provided by our privacy policy).
The right of access	You are entitled to request a copy of the personal data we hold about you.
The right of rectification	You are entitled to request changes to information if it is inaccurate or incomplete.
The right to erasure	Where no overriding legal basis or legitimate reason continues to exist for processing personal data, you may request that we delete the personal data.
The right to restrict processing	Under certain circumstances, you may ask us to stop processing your personal data. We will still hold the data, but will not process it any further
The right to data portability	Subject to certain conditions, you may request a copy of your personal data to be transferred to another organisation.

The right to object to processing	<p>You have the right to object to our processing of your data where</p> <ul style="list-style-type: none"> <li>• Processing is based on legitimate interest;</li> <li>• Processing is for the purpose of direct marketing;</li> <li>• Processing is for the purposes of scientific or historic research;</li> <li>• Processing involves automated decision-making and profiling.</li> </ul>
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Please note that the above rights may not apply in all circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we will action it as soon as possible, or at the latest within one month of the request.

We may need to contact you to discuss your request if we require further information from you to do this. We will make sure this happens as soon as possible.

If you wish to make a request, please contact the Chairperson at [menicap.nuneatonbedworthdistrict@gmail.com](mailto:menicap.nuneatonbedworthdistrict@gmail.com)

or write to

The Chairperson  
Nuneaton Bedworth and District Mencap Society  
Chetwynd House  
The Parade, Off Prince's Street  
Nuneaton  
Warwickshire  
CV11 5NR

If you are not happy about the way your information is handled, you have the right to lodge a complaint with a supervisory authority. In the UK, this is the Information Commissioners Office (ICO).

<https://ico.org.uk/global/contact-us/>

### **Changes to our privacy notice**

We will update this privacy notice from time to time to reflect any changes to our ways of working.

Last updated: March 2023