

Data Protection – Privacy Policy

Registration Number: Z4875662

Registration Expires: 02 August 2018

Data Controller: Voluntary Action North Lincolnshire

Address: 4-6 Robert Street, Scunthorpe, North Lincolnshire, DN15 6NG

This policy sets out how Voluntary Action North Lincolnshire (VANL) uses and protects any information that you give on our website. VANL is committed to ensuring that your privacy is protected at all times, should we ask for you to provide information by which you can be identified when using this website, then you can be assured it will only be used in accordance with this privacy statement and protected under the Data Protection Regulations. VANL may change and update this policy from time to time, you should check this page from time to time to ensure that you are happy with any changes.

Please be aware, that have the right to ask us to stop any communications at any point. Please contact us via the contact section on our website.

This register entry describes, in very general terms, the personal data being processed by:

Voluntary Action North Lincolnshire

Nature of work - Charity (Local)

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution; administer membership records; to fundraise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family detail
- lifestyle and social circumstances
- membership details
- goods and services
- financial details
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details

- racial or ethnic origin
- religious or other beliefs of a similar nature

Who the information is processed about

We process personal information about:

- members
- staff, volunteers
- trustees
- complainants, supporters
- enquirers
- advisers and representatives of other organisations

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- members
- family, associates or representatives of the person whose personal data we are processing
- employees
- current, past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- financial organisations
- employment and recruitment agencies
- survey or research organisations
- business associates and professional advisers
- providers of goods and services
- local and central government
- other voluntary and charitable organisations

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.