

Data Protection – Privacy Policy May 2018

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 notice sets out how Voluntary Action North Lincolnshire (VANL) uses and protects any information.

VANL is committed to ensuring that your privacy is protected at all times. Should we ask you for information by which you can be identified then you can be assured it will only be used in accordance with this privacy statement and protected under the General Data Protection Regulations.

VANL may update this notice from time to time.

Please be aware, that you have the right to ask us to stop any communications and for any personal data we hold on you to be safely and securely destroyed, if this is compliant with the Law (some records need to be held for a required period of time).

Please contact us at enquiries@vanl.org.uk if you wish to be forgotten.

The following text describes in very general terms, the personal data being processed by Voluntary Action North Lincolnshire.

1. Members, other voluntary and charitable organisations, business associates and professional advisers, healthcare, social and welfare organisations, providers of goods and services, local and central government, employment and recruitment agencies, educators and examining bodies.

Personal Data processed:

Contact details of the organisation and work/organisational contacts of relevant staff members.

Some organisation details are also personal contact details and this is particularly the case for volunteer led voluntary organisations or sole traders. We will not hold or share these details without the expressed permission of those contacts.

VANL shares individual organisation contact details with members of the public on request and other agencies. We do not provide or sell our contact database for marketing or fundraising practice, however we do publicise our own, or other relevant agencies information to our contacts. We will continue to hold information on our 'business' contacts unless asked not to do so.

2. Our projects and member services e.g. Community Accountancy, DBS, Family Foundations, Schools Choices, Move.

VANL delivers services to individuals and children and young people.

Personal Data processed:

- personal details
- Bank details
- family detail

- lifestyle and social circumstances
- financial details
- education and employment details
- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature

Data is processed in accordance with the General Data Protection Regulations (GDPR) for the benefit of the individuals or organisations concerned. We only process data for the expressed purpose contained within the written consent. We do-not share data unless it is with the expressed and written consent of the individuals concerned, unless failure to share would present a risk to a vulnerable person or is required by Law. Data may be shared with consent, with statutory agencies, Inland Revenue and Customs, Financial Bodies, other service providers, Home Office, representatives of the person whose personal data we are processing.

To understand how your own personal information is processed you should refer to any personal communications you have received, check any privacy notices the organisation has provided or contact VANL to ask about your personal circumstances. You have the right to see any data we keep on you and the right to ask for this to be securely removed and destroyed.

Transfer of personal and sensitive data

If we need to transfer personal information for example as part of a contract for funding, this will be with your knowledge and consent and this will not be transferred beyond EU states as required by GDPR. Your right to see, or delete your data remain the same.