

Penn and Tylers Green Village Care Privacy Notice

This privacy notice explains how we use any personal information we collect about you.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Penn and Tylers Green Village Care (Registered Charity 1043310) is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Penn and Tylers Green Village Care complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

To enable us to provide a service for the benefit of our clients in accordance with our charitable objects and to contact our volunteers;

To organise fund raising events such as the annual Penn Open Gardens;

To maintain our own accounts and records.

4. What is the legal basis for processing your personal data?

Volunteers: data is processed under legitimate interest

Clients: data is processed under legitimate interest

5. What information do we collect about you?

a) Volunteers

We collect information about you when you volunteer with us that includes your name, address, telephone number, and email address.

b) Clients

We collect information about you when you become a client that includes your name, address, telephone number, email address and a note of any disability.

6. Sharing your personal data

Your personal data will be treated as strictly confidential. Penn and Tylers Green Village Care will not share your information for marketing purposes with anyone else.

You have a right at any time to stop us from contacting you. If you no longer wish to be contacted by Penn and Tylers Green Village Care, please contact us.

7. Who sees your information?

Your information will only be seen by the volunteers and committee members of Penn and Tylers Green Village Care and only to the extent that is necessary for the purposes given above.

8. How long do we keep your personal data?

Penn and Tylers Green Village Care will retain data collected about volunteers while they continue as active volunteers and for a period of three months thereafter. Similarly data about clients will be retained while that client is actively using the service and for a period of three months thereafter. In addition to this, a log of all jobs including the names of the driver and client will be retained for a period of three years. Where volunteers receive communications which include the names and contact details of clients and other volunteers they are requested to delete that information when it is no longer current.

9 Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

The right to request a copy of your personal data which Penn and Tylers Green Village Care holds about you

The right to request that Penn and Tylers Green Village Care corrects any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for Penn and Tylers Green Village Care to retain such data;

The right to withdraw your consent to the processing at any time;

The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to object to the processing of personal data, (where applicable);

The right to lodge a complaint with the Information Commissioners Office.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this privacy notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Changes to our Privacy Notice

We will keep our privacy policy under regular review and we will provide you with a revised privacy notice when required.

12. Contact Details

To exercise all relevant rights, queries or complaints please contact us by email as shown in the 'Contact Us' section on the website.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.