

## People Matters (West Yorkshire) C.I.O

### Privacy Notice

This website is owned and controlled by People Matters (West Yorkshire) C.I.O (Charitable Incorporated Organisation) who are registered with the Charity Commission Reg no 1170724

People Matters (West Yorkshire) C.I.O processes all data fairly and lawfully in line with the Data Protection Act (2018) and the General Data Protection Regulations (GDPR)

#### **Data Processing**

Your personal information is processed for the following specified purposes:

- To comply with our legal obligations including fraud protection and crime prevention.
- Performing our statutory functions in relation to our funders with regard to but not exclusively Adult Learning courses.

#### **What type of information we hold**

##### *Supporters*

We will collect and control the following information which includes personal data such as;

- Name
- Address
- Email
- Telephone numbers
- Banking details

##### *Members*

We will collect and control the following information, and will pass it on to some of our funders i.e as proof that courses have taken place:

- Your personal details (Name, DOB, Sex, Address, Telephone number(s), NI number)
- Your home address, including whether or not you live in supported living, emergency contact number(s).
- Medical details including, your GP's contact details, any and all disabilities you may have which could possibly restrict any activities you may want to take part in.
- Equality information, ethnicity, gender and any physical or Learning disability you may have.
- Information regarding your finances, some of our courses are from funders who support those who are receiving certain benefits (although our courses remain open to all, you may have to fund your learning from your own funds if you do not meet course criteria)
- We will often take still or video photography during our courses and post them on our social media sites or in marketing materials. We will ask for your written permission to do so, you may decline to have your image taken or used and we will respect that.

## **The Legal Basis which allows us to use your personal information**

The legal basis we rely on for using your personal information will depend upon the circumstances in which we collect and use it, but will not be strictly limited to, because:

- You have provided us with details to send you information on our activities such as by newsletter, appeal to you for donations or process such donations
- You have provided your consent to allow us to use your personal information in a certain way, such to send you an email, send you information about new courses or to telephone you, or to share your information with some of our funders.
- When it is necessary in order to protect the vital interest of a persons life or health (for example in the case of a medical emergency to a member at one of our courses or groups) or a safeguarding issue.
- Processing is necessary, reasonable and proportionate in order to provide our members with healthcare or treatment or accept donations from our supporters.
- To fulfil our commissioning contract with a public authority and to meet our function as a charity and service provider.

## **How we get the information and why do we have it?**

When you subscribe to our newsletter, donate to us directly or volunteer with us you will need to give us your personal details.

When you join one of our courses or groups you will have to complete a membership form.

People Matters (West Yorkshire) C.I.O will retain your information for a period of up to 7 years after which any paper applications will be destroyed by confidential shredding and any electronic data will be deleted from our database.

## **What we do with the information**

We will only disclose your information to third parties when:

- There is a business need to do so as we receive funding from third parties or run projects in conjunction with other organisations. Should we anticipate such activity we will inform you at the point we collect information from you or at the nearest possible opportunity.
- We are under a duty to do so in order to comply with a legal obligation or to protect the rights, property or safety of others, this includes but is not limited to exchanging information with other organisations for the purposes of fraud protection and crime prevention.
- We use other companies to store and use your information such as Microsoft to send emails and Mailchimp to send newsletters

## **How we store your information**

We will store your information on paper membership forms and also electronically on our database, we may also share some of this information with our funders if you access our services.

## **Your data protection rights**

You have a right to request us to stop processing your data. Please note that may result in the withdrawal of particular services you have requested from us, where the processing of said data is necessary for the delivery of said services. Opting out of marketing communications will not affect your entitlement to receive services from us.

You have the right to request the information we hold about you. This is known as a subject access request (SAR). You can use the contact details below to make a Subject Access Request.

If you ever unhappy with how we have dealt with your request or the use of your personal data you can contact the Information Commissioner's Office at:

The Office of the Information Commissioner  
Wycliffe House  
Water lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **How to complain**

If you have a complaint about how we process, share and store your data or wish to make a Subject Access Request, you (Or your representative) can write to our Information Security Officer at the address below. If you are not satisfied with our response to an SAR you can contact the Information Commissioner at the address above.

Our contact details

Leah Baguley-Cork  
Information Security Officer  
People Matters (West Yorkshire) C.I.O  
41 Barkston House  
Croydon Street  
Leeds  
LS11 9RT

Tel: 0113 234 6896

Email: [leah@peplemattersleeds.co.uk](mailto:leah@peplemattersleeds.co.uk)