

BELLINGE COMMUNITY HOUSE

Privacy policy

Reviewed: 25th May 2018

Next review 25th May 2019

Privacy Policy

1. Why do we need your information?

Bellinge Community House is a unique charity which endeavours to provide an awareness of Health, Education, and Social Involvement and to provide information and support to the community of Bellinge and the surrounding wards, Little Billing, Great Billing and Ecton Brook, those areas that make up the parish of Billing.

We are proud to have worked with a diverse range of funders to ensure projects make either a positive or sustainable impact on local needs.

We deliver a variety of funded projects during each year as part of the county's support for the local voluntary and community sector. We are dedicated to funding community-based action which improves the lives of our local community - disadvantaged people, children living in poverty, unemployment, homelessness, domestic violence and social isolation are just some of the issues we strive to tackle each year.

With the help and support partner organizations and funders we are able to help the communities where we live, work and play. This charity is dedicated to those living in the parish of Billing and all funding goes towards the needs in the community.

We believe that by supporting our communities to thrive we provide our voluntary groups and those that they work with the chance to achieve. Time, money and effort enable that ambition to be achieved. We use personal data to help organize the giving of that time, money and effort.

2. Whose data do we collect?

We hold data on those who have given financial or other support to Bellinge Community House as a funder or service users who might request specific support, our employees and our volunteers.

3. How we obtain your data

The majority of the information we hold about you has been provided directly to us by you our service users, projects participants or residents.

In some cases, we may collect data from someone else. Examples include where, for example training courses are being delivered via a third party, ie. Adult Education and Neighbourhood Learning Services.

We also collect data from publicly available sources. Examples include information gathered from a news article or on-line media, including social media like LinkedIn or Twitter. We may

also use publicly available directories and similar information such as the Royal Mail's National Change of Address database and Companies House.

- a. What we do with your data and why
- b. Supporters and Volunteers

The core purposes for our data processing are to:

- build financial and volunteer support for Bellinge Community House through various fundraising and marketing activities,
- send communications to you about Bellinge Community House activities or opportunities.
- promote the aims and objectives of Bellinge Community House through other activities.

We may use data obtained other than from you to ensure that your contact details are up to date, to plan our fundraising (including using multiple indicators of affluence) to reflect the possible level of donation someone is able to make) and to ensure that appropriate due diligence is carried out to safeguard the assets and reputation of our charity.

4. We collect the following classes of information on Service Users, Employees and Volunteers:

- a. Name(s) and address, email, phone number and other relevant contact details and preferences
- b. Relevant family or friends' information including information on successor advisors (Emergency Contact details)
- c. Occupation, skills and professional activity and network(s)
- d. Information relating to links and connections with and in the county of Northamptonshire
- e. Records of volunteering for Bellinge Community House (DBS Certificate)
- f. Information about our relationship with you, correspondence, meeting notes, attendance at events etc.
- g. Information necessary for us to manage funds you have established or supported including information on successor advisors
- h. Information on membership of the Community Foundation where applicable

5. Information on Funders

We use this to solicit and process applications for grants from them.

6. We collect the following classes of information:

- a. Name(s) and address, email, phone number and other relevant contact details and preferences
- b. Purpose and details about an application for a grant
- c. Any other information required for the assessment of a grant which may include financial, family, education and employment information
- d. Details about any grant which was made
- e. Information about our relationship with you, correspondence, meeting notes, attendance at events etc.

7. Protecting your data

We keep your data secure in our database with appropriate security mechanisms in place. In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data.

Examples of this are given below:

- a. We will provide information to HMRC on Gift Aided donations since we have a legal obligation to provide this information.
- b. We may share basic information on the attendees at an event or function or meeting with the host or other person who has a volunteer role in the Bellinge Community House.
- c. We may have an occasion to pass data to other organizations, known as Data Processors, to provide specific services to us. An example would be providing data to a mailing house in order to send a newsletter. A contract is always in place with a Data Processor, and they are not allowed to do anything with your data other than that which we have requested.

8. Our responsibilities

The law requires us to tell you the basis on which we process your data.

Some activities (for example sending you emails which promote the Bellinge Community House activities) require your consent. If the law requires your consent to process data in a certain way, then we will obtain it before carrying out that activity.

Other activities are carried out to fulfil a contract or agreement. Examples include holding funds which are subject to Funding Agreements or organising a ticketed event. Each requires us to know who you are and to process your information in order to do the thing you have asked us to do. If a contract is in place, then we will process your data based on that contract.

In all other cases the law allows us to process your data if it is in our legitimate interest to do so, but only so long as we need to and your “interests or your fundamental rights and freedoms are not overriding”. Practically speaking this means we carry out an exercise to

check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.

We will keep data for as long as is needed to complete the task for which it was collected. Relationships between beneficiaries, funders and Bellinge Community House are often long term, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it.

9. Your rights

The law requires us to tell you that you have a variety of rights about the way we process your data, and these include:

- a. Where our use of your data requires consent, you may withdraw this consent at any time.
- b. Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- c. You may request a copy of the data we hold about you.
- d. You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so. Activities like processing Gift Aid donations, or managing a Fund Agreement, may mean we cannot entirely stop processing your data. We will always endeavour to comply with such a request however.
- e. If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

10. Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact us:

Bellinge Community House

Fieldmill Square, Fieldmill Road, Bellinge, Northampton, NN3 9AQ

Charity Commission Registration No: 1106272

Company Limited by Guarantee registered in England No :4769886

Registered office as address above

Appendix 1

A QUICK 'HOW TO COMPLY' CHECKLIST

This short checklist will help you comply with the Data Protection Act (the Act). Being able to answer 'yes' to every question does not guarantee compliance, but it should mean that you are heading in the right direction. At the end is a list of guidance on particular areas where you may need more help as well as telephone helpline numbers.

- Do I really need this information about an individual? Do I know what I'm going to use it for?
- Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?
- Am I satisfied the information is being held securely, whether it's on paper or on computer? And what about my website? Is it secure?
- Am I sure the personal information is accurate and up to date?
- Do I delete/destroy personal information as soon as I have no more need for it?
- Is access to personal information limited only to those with a strict need to know?
- If I want to put staff details on our website have I consulted with them about this?
- If I use CCTV, is it covered by the Act? If so, am I displaying notices telling people why I have CCTV? Are the cameras in the right place, or do they intrude on anyone's privacy?
- If I want to monitor staff, for example by checking their use of email, have I told them about this and explained why?
- Have I trained my staff in their duties and responsibilities under the Act, and are they putting them into practice?
- If I'm asked to pass on personal information, am I and my staff clear when the Act allows me to do so?
- Would I know what to do if one of my employees or individual customers asks for a copy of information I hold about them?

- Do I have a policy for dealing with data protection issues?
- Do I need to notify the Information Commissioner?
- If I have already notified, is my notification up to date, or does it need removing or amending?

If you need any more information about this or any other aspect of data protection, please [Contact us: see our website www.ico.org.uk](http://www.ico.org.uk)

Other useful publications

You can find all these publications on our website at www.ico.org.uk

Aimed particularly at small businesses:

- [Employment Practices Code – A Quick Guide \(PDF\)](#)

General guidance:

- [CCTV Code of Practice](#)
- [Guide to the Privacy and Electronic Communications Regulations](#)
- [Subject Access Request Checklist](#)
- [Disclosing information about tenants](#)
- [Electronic mail marketing](#)
- [Outsourcing: a guide for small and medium-sized businesses](#)
- [Using the crime and taxation exemptions](#)
- Good Practice Note – Tied agents and independent financial advisers

Appendix 2

BELLING YOUTH GROUP DATA PROTECTION

POLICY

The Northants Youngers Club (NYC) is committed to and will comply fully with the requirements of the Data Protection Act 1998.

NYC will comply with the Data Protection Principles in relation to the personal data they hold for the Young people and staff. NYC will ensure that the following principles and guidelines are adhered to by all members or staff:

Personal Data shall be:

- Collected and processed fairly and lawfully;
- Held only for specified and lawful purposes;
- Adequate, relevant and not excessive in relation to the purposes for which they are held;
- Accurate and, where necessary, kept up to date;
- Held no longer than is necessary for the registered purpose;
- Data shall be processed in accordance with the rights of data subjects;
- Protected by proper security against unauthorised or unlawful processing and accidental loss or destruction or damage;
- Personal data shall not be transferred to a country or territory outside the European Economic Area;
- Data shall be destroyed in a safe and timely manner when it is out of date or is time expired;

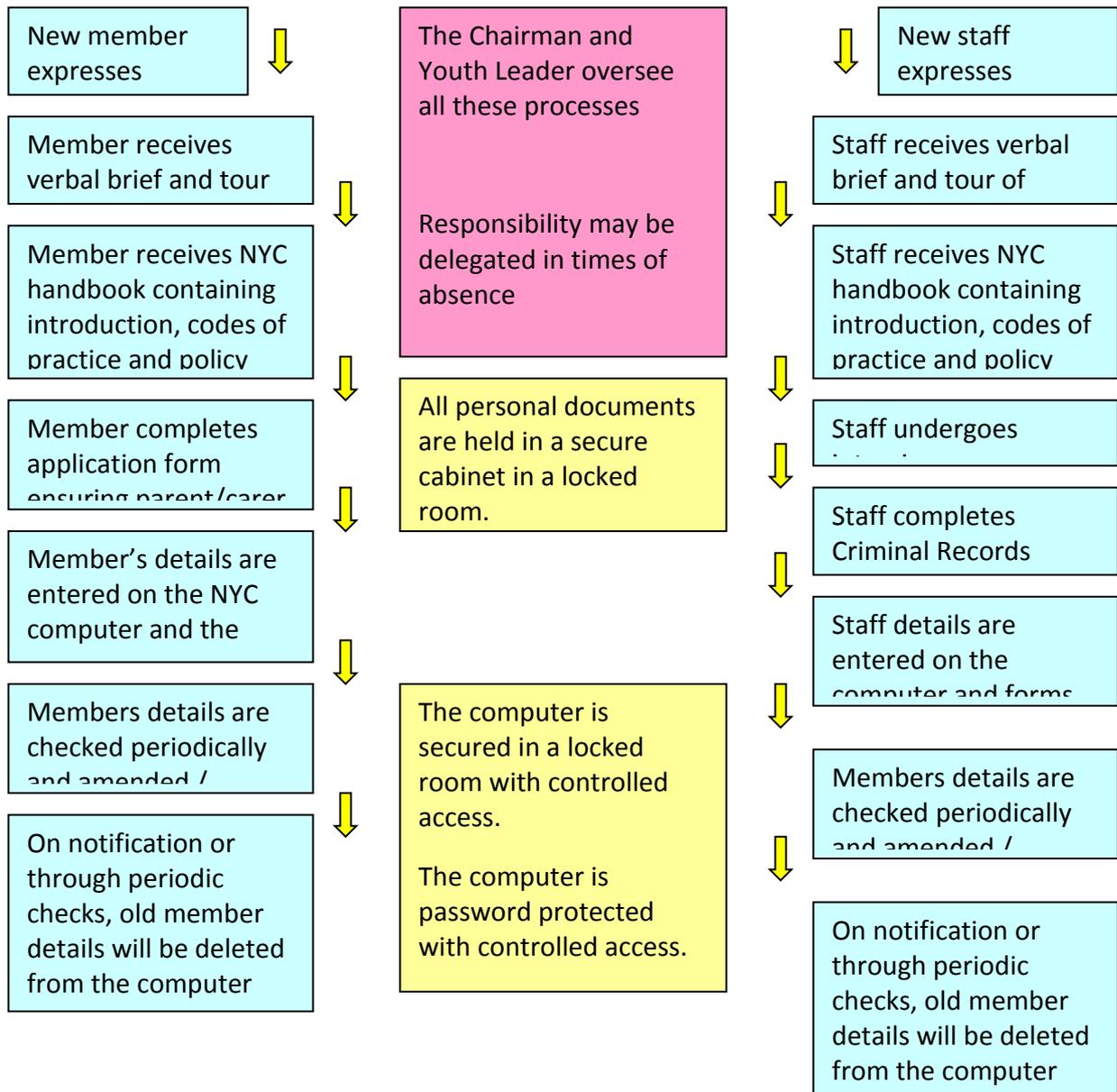
The principles of the Data Protection Act also provide for individuals to have access to data held about them and, where appropriate, to have the data corrected or deleted.

An individual is entitled to be supplied with a copy of any personal data held about him or her.

It is the responsibility of the Chairman to ensure that the consent of all members and staff has been given for storage of any personal data.

DATA MANAGEMENT PROCEDURE

The following procedure should be followed for all new members and new staff in relation to data and personal information management:



BREACH OF PERSONAL DATA PROCEDURE

In the event that personal information has been released without authorisation the following procedure should be followed:

