



RYEDALE & DISTRICT MENCAP Data Protection & Privacy Policy

Ryedale & District Mencap is a charity status registered in England and Wales, Charity No. 1024851. Our registered office is 7 Crossgate Lane, PICKERING, North Yorkshire, YO18 7EX.

What is the purpose of this policy?

This privacy policy aims to give you information on how we collect and process your personal information as a participant of activities we run. It is to make you aware of how and why your personal information will be used, namely for the purposes of the performance of our contract with you as our service users, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

This policy primarily covers how we use information relating to our service users and people who interact or do business with us (such as our suppliers). In these cases, we will be the “data controller” for the purposes of data protection law.

It is important that you read this policy, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

This policy does not form part of any employee’s contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.

We will ensure that:

- Everyone processing personal information is appropriately trained to do so and appropriately supervised;
- Anybody wanting to make enquiries about handling personal information knows what to do; any enquiries about handling personal information are dealt with promptly and courteously;
- We explain how we handle personal information;
- We will review and audit the way we hold, manage and use personal information.
- If any employee considers that the policy has not been followed in respect of personal data about them or others, they should raise the matter with the Chair of the Charity.

Data protection principles

We will comply with the general data protection regulation (GDPR) law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Responsibilities

Ryedale & District Mencap is the Data Controller under GDPR, which means that we determine what purposes personal information held will be used for and the manner in which any personal data will be processed.

The Development Manager is the organisation's central point of contact for all data compliance issues and who ensures compliance with GDPR. Their role is to make sure the organisation is registered with the Information Commissioner's Office and to ensure their notification is up to date.

Relevant data protection issues will be included in training.

The Organisation requires all employees to comply with GDPR in relation to information about other staff. Failure to do so will be regarded as serious misconduct and will be dealt with in accordance with the Organisation's disciplinary policy and procedure.

Storage

Manual files containing sensitive information will be labelled confidential and kept in locked filing cabinets, accessible only to relevant staff.

Computer Records

Computer files containing sensitive information will be password protected, accessible only to relevant staff.

Employee Records

Information held about employees will only be collected and recorded with good reason, it will be stored securely and for only as long as required. Please see the retention of records policy for details on how long the organisation retains information including employee records.

These records may include:

- information gathered about an employee and any references obtained during recruitment
- details of terms of employment, payroll, tax and National Insurance information

- performance information
- details of grade and job duties
- health records and absence records, including holiday records and self-certification forms
- details of any disciplinary investigations and proceedings
- training records
- contact names and addresses
- correspondence with the Organisation and other information provided to the Organisation.

The organisation believes these records are consistent with the principles of GDPR. The obligation is on employees to ensure that the organisation has up-to-date and accurate information.

The information held will be for management and administrative use only, but from time to time, may need to disclose some information held about employees to relevant third parties.

It should also be noted that the Organisation might hold the following information about an employee for which disclosure to any person will be made only when strictly necessary for the purposes set out below:

- an employee's health, for the purposes of compliance with our health and safety and our occupational health obligations
- for the purposes of HR management and administration, for example to consider how an employee's health affects his or her ability to do his or her job and, if the employee is disabled, whether he or she requires any reasonable adjustment to be made to assist him or her at work
- the administration of insurance, pension, sick pay and any other related benefits
- in connection with unspent convictions to enable us to assess an employee's suitability for employment.

The type of information we collect about you

If you communicate with us, or do business with us, this will result in us collecting personal data about you. We will collect, store, and use the following types of personal information about you:

- Contact details such as the name, address, email and telephone number of trustees, members and all service users, where appropriate.
- Financial transaction details such as details about payments from you for any services you have purchased from us.
- Information about our service to you including your participation with us, your engagement with our services, your preferences and any feedback you give us.

How is your personal information collected?

- Direct interactions with you by phone, email or personally.
- Through the service we provide to you.
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How we will use your personal information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the interaction or service we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Purposes for which we use your personal information

We need all the categories of information in the list above (see **type of information we collect about you**) primarily to allow us to perform our service with you and to enable us to comply with our legal obligations. The situations in which we will process your personal information are listed below:

- To register you as a participant.
- To perform our service to you.
- To manage our relationship with you or asking you to provide us with feedback.
- To administer and protect the charity.

Change of purpose

We will only use your personal information for the purposes for which we collected it. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required by law.

Sharing your personal information

We will never share your personal information except where required by our governing body, The Royal Mencap Society, or where required by law.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long do we keep your personal information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Rights of Access, Correction, Erasure and Restriction

Your duty to inform us of changes - it is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Your rights in relation to your personal information

Under certain circumstances, by law, you have the right to request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Complaints

We take any complaints we receive about the collection and use of personal information very seriously. We would encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting us directly.

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this Privacy Policy

We reserve the right to update this privacy policy at any time and we will provide you with a new privacy policy when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Last Update – July 22