

HOME-START GUILDFORD

PRIVACY NOTICE

Home-Start Guildford takes very seriously its responsibility to handle carefully all personal data which we hold and recognises the importance of respecting and protecting individuals' privacy.

Data Collected

We collect several different sets of data relating to those within or connected to our charity eg families we support, staff employed, volunteers, supporters and trustees. Different sets of data are used differently. The new General Data Protection Regulation which comes into effect on 25 May requires us to advise people whose data we hold what data we have and what we do with it. We have written to everyone whose data we currently hold to do this. We will ensure that when new data is collected in the future, the data owners are also aware of what is held and what is done with it.

What do we do with it?

We hold personal data solely for the purposes of running Home-Start Guildford. We do not sell any personal information to any third party or use it other than for our specified purposes. We do share some information with external service providers to do operational processing - eg payroll and pension provision. We are satisfied that our external service providers similarly do not use the data for any purpose beyond that specified.

Protection of Data

All our data is appropriately protected: electronic material is password protected and paper files are kept secure.

Access to Data

Anyone whose data we hold has a right to request a copy of it. If you want to exercise this right, please write to:

Home-Start Guildford, Astolat, Coniers Way, Burpham, Guildford, GU4 7HL.

Or email: office@hsguildford.org.uk

Data Accuracy

We seek to ensure that our data is kept up to date. Please let us know if any of the details we have on you need to be changed.

Withdrawal of data

Some categories of data we are obliged to maintain (eg details of families supported, staff, volunteers, trustees). If you are a supporter, you can unsubscribe from our Mail Chimp newsletters and notifications of fundraising events at any time, using the button on every communication.

Retention of data

We have a Retention Policy and procedures in place to ensure we do not keep data longer than is necessary.

Contact

If you have any queries about this Notice please email as set out above or phone 01483 51181.