



## **Hambleton Community Action Privacy Policy**

### **How we respect privacy when we deal with personal information collected by our organisation**

This Privacy Policy applies to information Hambleton Community Action collects about individuals who deal with our organisation. It explains what personal information we collect, how we use it, how we protect your data and what your rights are.

#### **Personal data that we collect**

In order to provide our services, we need to collect and use your personal data. We will only collect the data we need.

#### **How we use your data**

We will only use your data in a manner that is appropriate considering the basis on which that data was collected.

For example, we may use your personal information to:

- reply to enquiries you send to us
- provide a service you have requested
- where you have specifically agreed to this, send you email newsletters which may be of interest to you
- send details of other services we offer that may be appropriate to you
- contact you from time to time to ensure that the details we have about you are up to date

#### **When we share your data**

If there is a situation, where we are asked to share some of your personal data, for example, with Funders or a Service supplier we will make sure you are informed, and we will obtain your consent to share your data. We will make sure your details are safe, secure and only used for the limited purpose you have provided them to us.

We will not share or sell your personal data to a third-party organisation for marketing or fundraising purposes.

## How long we keep your data

We will only keep your data as long as necessary and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

## Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of our email newsletter).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

You have the right to ask us in writing for a 'subject access request' to obtain a copy of the information that we hold about you. Any request should be addressed to the Chief Officer, Hambleton Community Action, Community House, 10 South Parade, Northallerton, DL7 8SE or alternatively by email to: [admin@hambletoncommunityaction.org](mailto:admin@hambletoncommunityaction.org)

## Changes to the information

We keep our privacy information under regular review and we may modify this Privacy Policy from time to time. We will publish the current version on our website.

## Contact

If you have any comments or questions about this notice, please feel free to contact us.

To update your personal information or change your consent for use of your personal information for data protection purposes please contact:

**By email to:** [admin@hambletoncommunityaction.org](mailto:admin@hambletoncommunityaction.org)

**By post to:** The Chief Officer, Hambleton Community Action, Community House, 10 South Parade, Northallerton, DL7 8SE