

ALLSORTS PRIVACY NOTICE

1. INTRODUCTION

1.1 ACCESS TO INFORMATION

If you require this information in any other accessible format please contact:

Allsorts

The Exchange

Brickrow

Stroud, GL5 1DF

info@allsortsglos.org.uk

01453 750474

1.2 THE PURPOSE OF THIS POLICY

This privacy notice sets out how your data is processed, handled, stored and shared. It refers to both digital and paper records

2. ALLSORTS OBLIGATION TO YOU

2.1 TYPES OF DATA THAT WE COLLECT FROM YOU

Allsorts collects and processes the following types of personal information:

- Information on applicants for posts, including references.
- Employee information, including contact details, employee records, payroll information, supervision and appraisal notes
- Trustee and volunteer information, including contact information and allocation of responsibilities
- Member information, including contact details, as well as sensitive personal information such as care plans and health information
- Supporter information, including contact details and information about donations and preferences

2.2 HOW DO WE USE THIS INFORMATION?

Allsorts uses this information in different ways:

- For applications for posts, data is collected to assess suitability for employment and if successful retained as part of the personnel file for the duration of employment. You will also be asked to complete an equal opportunity form. This information is held anonymously and is collected only to produce equal opportunities statistics
- For employees, to administer employment contracts lawfully, accurately and properly
- For trustees and volunteers, so we know how to contact you and maintain a good and mutually beneficial relationship
- For members, so we have up to date emergency contact details and information to help us support you and your family, to keep you updated on activities, events, and fundraising
- Supporter information, to let you know what is happening at Allsorts and ways you can help and be involved

2.3 HOW LONG WILL WE KEEP THIS INFORMATION?

Unless you ask us to remove your data:

- Unsuccessful applications for employment will be kept for 6 months after the recruitment campaign has ended
- Personnel files will be kept for 7 years after employment has ended
- Trustee/volunteer information, kept for up to 7 years after the relationship has ended
- Members data, will be anonymised within 18 months, then deleted 7 years from end of membership
- Supporter information, will be kept for up to 7 years after relationship has ended

2.4 HOW WILL WE STORE THIS INFORMATION?

Allsorts will ensure that personal data is kept secure at all times against unauthorized or unlawful loss or disclosure. The following measures will be taken:

- Storing physical data in lockable cupboards that cannot be easily removed
- Storing digital data in password protected, secure systems, and encrypting and/or restricting access to files where necessary
- Ensuring that data held digitally is regularly backed up
- Restricting permission for personal data to be taken off site to the minimum necessary for administrative purposes

2.5 WHO MIGHT WE SHARE DATA WITH AND WHY?

We will only share your personal data with selected third parties for specific reasons

- Pearce IT, our IT provider
- Dataware, the company that supplies our members and supporters database Subscriber
- Mailchimp, the company we use to send e-bulletins and other communications
- Survey Monkey, the company we use to produce and distribute surveys and analyse results.
- Selected printing companies who we work with to produce and distribute printed material such as the newsletter and members survey and renewal packs
- Bright Pay, a service we use to process payroll
- CAF Bank, our bank which we use to process financial transactions
- Tapestry, a secure, online system that we use to record children's learning, progress and development

We ensure that we have external supplier privacy notices on file and that they will not share your data with any one.

3. YOUR RIGHTS AS A DATA SUBJECT

3.1 YOUR RIGHTS

As a data subject, you have the right to:

- Be informed about how your data is being collected and used
- Know how to access your personal data
- Ask us to update incorrect data
- Have data erased
- Stop or restrict the processing of your data
- Data Portability (allowing the access and reuse of data for different services)
- Object to how your data is processed in certain circumstances, including for automatic decision making and profiling. Allsorts does not use your data for this purpose unless required to by law, (for example, pension auto-enrolment)

3.2 GETTING A COPY OF YOUR DATA

- If you wish to obtain a copy of your personal data, or to exercise any other rights as a data subject, please contact: The Operations Manager, Allsorts, The Exchange, Brick Row, Stroud, Gloucestershire, GL5 1DF. You can also email info@allsortsglos.org.uk
- Allsorts will ensure that data requests are fulfilled within one month of being made, in line with the Data Protection Act 2018. However, wherever possible, data will be supplied as quickly as possible after the request has been made.