

# Privacy Notice



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|---------------------|-------------------------|
| Notice Owner        | Deputy Chief Executive  |
| Notice Lead         | Chief Executive Officer |
| Approved by         | Board of Trustees       |
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| Version Control | Comments |
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## Demonstrating Organisational Values:

| Which values are demonstrated in this paper?              |   |
|-----------------------------------------------------------|---|
| To be client centred                                      | X |
| Deliver services with compassion                          | X |
| Value staff and volunteers                                | X |
| Be inclusive and embrace equality and diversity           | X |
| Develop trust in our services                             | X |
| Everybody working together to achieve the same objectives | X |

This Privacy Notice applies to Age UK Calderdale and Kirklees and its trading and other associated companies (together "Age UK Calderdale and Kirklees Group").

Age UK Calderdale and Kirklees Group are committed to protecting and respecting your privacy and security. Whenever you provide us with your personal information, we will treat that information in accordance with this notice, our terms and conditions and General Data Protection Regulation (GDPR). By using any services we offer, you are agreeing to be bound by this notice.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

This notice may change from time to time, so please check our website periodically.

We are a data controller. This means we are responsible for deciding how we hold and use personal information about you. This notice explains to you what decisions we have taken in relation to that information.

Age UK Calderdale and Kirklees is a registered charity (number 1102020) and company limited by guarantee (number 5013745). The registered address is 4-6 Woolshops, Halifax HX1 2RJ.

Our contact details are as follows:

Age UK Calderdale & Kirklees, 4-6 Square, Woolshops, Halifax, HX1 1RJ

Email: [enquiries@ageukck.org.uk](mailto:enquiries@ageukck.org.uk)

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR). We encourage you to read this notice carefully, 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. It applies to all employees, workers and contractors, volunteers, supporters and clients/members.

Any queries in relation to how we hold and use your personal information should be directed to our appointed Data Controller (Carol Rodmell, Deputy Chief Executive ).

If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Controller.

## **1. Data protection principles**

In collecting and processing your personal information, we will comply with the data protection law in force at the time. This requires that the personal information we hold about you must 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; and
- kept securely.

## **2. How is your personal information collected?**

We collect personal information about our employees, workers and contractors, volunteers and clients through the application and recruitment, registration and telephone enquiry process, either directly from candidates or sometimes from a third party organisation, employment agency or background check provider.

We will collect additional personal information in the course of job-related activities throughout the period of you working/volunteering/accessing services with us.

To enable us to work with you and provide our services we need to hold the following information:

**Personal information:** Your name, address, contact number and next of kin contact details

**Personal sensitive information:** We also need demographic details such as disability, age, gender, ethnicity, which we anonymise and use to report back to our funders, to review the impact of our services and monitor against our strategic objectives.

## **3. How we will use information about you**

We will only use your personal information when the law allows us to.

### **Situations in which we will use your personal information**

Where we use your personal information to pursue the legitimate interests of the business, we will only do so provided your interests and fundamental rights do not override those interests. Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

### **If you fail to provide personal information**

If you fail to provide certain information when requested we may not be able to perform the contract we have entered into with you (for example, when paying staff or suppliers or when assisting a client with a benefit claim), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers, volunteers and clients).

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. 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 or permitted by law.

### **Do we need your consent to use particularly sensitive information?**

We do not need your consent if we use your personal information in accordance with our written notice to carry out our legal obligations or exercise specific rights in the field of employment/care law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### **Why might you share my person information with third parties?**

We may have to share your data with third parties, including third-party service providers. We require third parties to respect the security of your data and to treat it in accordance with the law.

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **4. 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. In addition, we limit access to your personal information to those employees, agents, contractors and third parties who have a business need to know. They will only process your personal

information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the appointed Data Controller.

We have put 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.

## **5. Data retention**

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.

When you are no longer being supported by our services we will continue to hold your data for seven years.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## **6. 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.

## **7. Your rights in connection with personal information**

Under certain circumstances, the law grants you specific rights. These are summarised below. Please note that your rights may be limited and subject to restrictions in certain situations:

- **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.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the appointed Data Controller.

## **8. How you can access and update your information**

If you would like to access a copy of the data we hold on you, please send your request in writing to:

Age UK Calderdale & Kirklees  
4-6 Square  
Woolshops  
Halifax  
HX1 1RJ

Alternatively you can send an email for the attention of the Data Controller to [enquiries@ageukck.org.uk](mailto:enquiries@ageukck.org.uk). Your request will be processed within 30 days. If you require further information on accessing your data, please contact the Data Controller.

## **9. No fee required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **10. What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## **11. Right to withdraw consent**

In any circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent please contact the appointed Data Controller. Once we have received notification that you have withdrawn your consent we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **12. Complaints to the ICO (Information Commissioner's Office)**

You have the right to make a complaint at any time to the Information Commissioner's Officer (ICO), the UK supervisory authority for data protection issues. Further information is available via their website: <https://ico.org.uk/>

### **13. Changes to this privacy notice**

We reserve the right to update this privacy notice at any time.

If you have any questions about this privacy notice please contact the appointed Data Controller.

[enquiries@ageukck.org.uk](mailto:enquiries@ageukck.org.uk)

[www.ageuk.org.uk/calderdaleandkirklees](http://www.ageuk.org.uk/calderdaleandkirklees)