

Privacy Policy

In this policy we use 'we', 'us' and 'our' to refer to The North East Lincolnshire Down's Syndrome Family Support Group.

We need to collect, maintain and use certain personal data about our current, past and prospective members, and other companies or individuals we have dealings with. We are dedicated to handling, processing, and storing this personal data in accordance with the UK GDPR Act 2016 ("GDPR").

We have a responsibility to protect such personal data we collect from you.

We are committed to meeting our obligations under the GDPR. These principles require that personal data must:

- be fairly and lawfully processed and not processed unless specific conditions are met;
- be obtained for one or more specified, lawful purposes and not processed in any manner incompatible with those purposes;
- be adequate, relevant and not excessive for those purposes;
- be accurate and, where necessary, kept up to date;
- not be kept for longer than is necessary;
- be processed in accordance with the data subject's rights under the Data Protection Act;
- be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage;
- not be transferred to countries outside the European Economic Area (EEA) unless the country or territory ensures adequate protection for the rights and freedoms of the data subjects.

What we collect

We collect personal data that data subjects ("You") provide, which is information that can be used to identify someone as an individual. We will only do this when you (as the data subject) have consented to our request for that personal data. This personal data may include your:

- Name;
- Address;
- Telephone number;
- Email.

How we will use a data subject's personal data ("Purpose")

We may use your personal information to:

- Respond to your requests;
- Share the content of our communications;

- Provide you with our tips, helpful information, news and updates, or those of similar and relevant organisations;
- Notify you of new services/events;
- Seek your views on those new services/events.

We will act as a data controller of such personal data.

We will only collect personal data to serve a specific purpose and only gather the minimum amount needed.

We will obtain a data subject's informed consent to process his or her personal data in cases where it is necessary and appropriate to do so.

We will not use personal data collected for one purpose for a different purpose without getting the data subject's consent.

We will correct any personal data where it is notified that such personal data is incorrect, and delete all copies of personal data on the request of the data subject.

Only our authorised trustees can carry out the processing of personal data.

How we protect your personal data

We will take appropriate measures to protect personal data consistent with applicable privacy and data security laws.

When we use a third-party service provider, (e.g. email providers, online banking, social media platforms) that provider will be required to use appropriate measures to protect the confidentiality and security of personal data.

Unfortunately, no data transmission over the Internet is 100 per cent secure. As a result, while we try to protect your personal information, we cannot guarantee the security of any information you transmit to us and you do so at your own risk.

Sharing personal data with third parties

We may need to share the personal data of a data subject in compliance with applicable law.

Unless otherwise specified in the website or by directly asking your permission, we will not pass your personal data on to other third parties.

We will never sell or share your personal information with organisations so that they can contact you for any marketing activities. Nor will we sell any information about your web browsing activity.

Sometimes we use selected third parties to provide support services in the normal course of business (e.g. for email, online banking portals, donation platforms, etc). These parties may,

from time to time, have access to your personal data to enable them to provide those services to us. We require all third parties providing such support services to meet the same standards of the GDPR. Any third party will be prohibited from using your personal data for that third party's own purposes. In particular, we will not allow service providers to use your personal data for the marketing activities of that service provider.

Links to other websites and social media

Our website may from time to time provide links to or embed third party websites. This Policy does not apply to those third party websites. If you choose to enter such a linked site, you agree that we are not responsible for the availability of such websites and we do not review or endorse and shall not be liable, directly or indirectly, for:

- how these third party websites treat your personal data;
- the content of such third party websites; or
- the use that others make of these third party websites.

Please ensure you check the data protection policy posted on a third party website or mobile application you access before entering any personal data.

Access to information – Subject Access Request

We will retain your information only for the period necessary to fulfil the purposes outlined in this Policy, unless a longer retention period is required or permitted by applicable law. Anyone who is the subject of personal data held by us has the right to make a subject access request to request the updating, correcting or removal of personal data that has been provided to us, at any time, using the contact information provided at the end of this Policy. Applicable laws may also give you the right to access information that you have provided to us.

We will deal promptly with subject access requests and will do so with no charge.

Changes

We will update this Policy to take account of changes in working practice or applicable law. We may make you aware of any changes if they are deemed to be material.

Contact North East Lincolnshire Down's Syndrome Family Support Group

Please address any questions, comments and requests regarding this Policy to North East Lincolnshire Down's Syndrome Family Support Group using the contact information below. If you contact us, please provide information as to how we may contact you.

To contact North East Lincolnshire Down's Syndrome Family Support Group regarding any aspect of our approach to GDPR, please email us at info@nelincs-downs-syndrome.co.uk

This Privacy Policy (version 1) was last updated on 31 January 2019.