

## ReConnect Gloucestershire CIC Privacy Notice

### ***Our contact details***

Name: ReConnect Gloucestershire CIC

Phone Number: 0747 999 9919

E-mail: Coryn Memory [coryn@reconnectglos.org](mailto:coryn@reconnectglos.org)

### ***Your Right to object***

Article 21 of the **GDPR** gives individuals the **right to object** to the **processing** of their **personal data** at **any time**. This effectively **allows you** to **stop** or prevent **us** from **processing your personal data**.

An objection may be in relation to **all of** the personal data we hold about you or only **to certain information**. It may **also** only **relate** to a **particular purpose** we are processing the data for.

### ***What type of information we have***

**We** currently **collect** and **process** the following information:

- Personal identifiers, contacts and characteristics (for example, **name, address, phone numbers, e mail addresses, date of birth.**)
- Some projects keep information on a person's **medical conditions** if relevant
- Details of **emergency contact person**
- Details of **other agencies and referrers associated with you**
- Details of any **disabilities** and what support is required
- **Employees PAYE, bank and pension** information
- Some projects collect data on your **marital status, care package status, ethnicity**, if you are a **carer**
- Some projects collect **your G.P.s name and address**
- **Photograph of you**

### ***How we get the information and why we have it***

ReConnect Gloucestershire is a not-for profit community interest company working with communities across Gloucestershire. Company No. 13841669

Most of the **personal information** we process is **provided** to us directly **by you** for one or more of the following reasons:

- To enable us to **contact you**
- To **contact another person** in an **emergency**
- Relevant **medical information** to help us deliver **the best service for you**, e.g. 1-1 stroke peer support and also to **help you quickly** if you have a **medical emergency** when partaking in an activity with us.
- **Disabilities information** so we can make sure you get **the support you need** from us
- **PAYE, bank and pension** info so we can process your **salary and expenses**
- Data on your **marital status, care package status, ethnicity**, if you are **a carer**, so we can supply **anonymous data** to **our financial donors**
- **G.P. info** in case of a **medical emergency** when participating in activities with us
- **Photographs** for **publicity**

We also **receive personal information indirectly**, from the following sources in the following scenarios:

- **A person or organisation** that has **referred you** into one of our services, with your consent, to **enable you to participate** in RGCIC activities

Under the **General Data Protection Regulation (GDPR)**, the **lawful bases** we rely on for **processing** this **information** are:

(a) Your Consent Your consent will be sought to hold your personal data. You have the right to withdraw that consent at any time. Please contact us if you would like to withdraw consent.

(b) We have a contractual obligation. This relates to contracts drawn up between RGCIC and employees, volunteers and third party referrers.

(c) We have a legal obligation. This mainly relates to children, vulnerable adults and employees. For example we need to process some data to safeguard people and keep them safe and well. We also have legal obligations regarding employees' data.

(d) We have a vital interest. In the case of medical information, we sometimes need to keep this in order to protect people medically, for

example data about someone's medicine they need when in our care, or allergy information.

(e) We have a legitimate interest. This means the information we hold about you helps us to carry out our services to you. We also use it to provide anonymized data for fundraising and reporting to funders.

(f) Medical and health information is subject to **Article 9(2) of the GDPR**: This means that in addition to (a) – (e) when we process **health information** about you **RGCIC** will also **process information** according to **an extra lawful basis**. The processing of this data has to be used for the purposes of **preventive** or **occupational medicine**, for the **assessment** of the **working capacity** of the **employee**, the provision of **health or social care services**.

The processing of an individual's data may fall under 1 or more lawful bases.

### ***What we do with the information we have***

We **use** the **information** that **you** have **given us** in order to:

- **Provide a service** which is **appropriate** to you by **sharing relevant information** with members of **staff** and **volunteers**.
- Keep you **safe and well** by **sharing relevant medical information** with appropriate **staff** and **volunteers** working with you
- **Contact you** or your **parent/guardian** or **emergency contact**
- Handle **financial transactions** such as salary and expenses, pension, PAYE by **sharing information** with **HMRC**
- We may use **photographs**, if **you have given consent**, for **publicity** purposes in **newspapers, newsletters** etc both in **print** and **online** and on our **social media**
- We use **anonymised data** to **report** to **funders** and for future **fundraising**

We may **share** this information with **other organisations** which **you** have **consented** to.

### ***How we store your information***

Your information is **securely stored** in **locked filing cabinets**, **password protected electronic devices**, **encrypted and password protected data sticks** and **online servers**.

**We keep** your personal information for the **duration** of **your involvement** with **RGCIC**. In the case of **ad hock or “on hold”** involvement we will keep your information for up to **1 year** after **our last contact** with you. We will then **anonymise** the **data or dispose** of your **information** by **shredding** paperwork and **permanently deleting electronically stored data**.

### ***Your data protection rights***

Under **data protection law**, you have **rights** including:

**Your right of access** - You have the right to **ask** us **for copies** of your **personal information**.

**Your right to rectification** - You have the right to **ask** us to **rectify** information **you think** is **inaccurate**. You also have the right to **ask** us to **complete information** you think is **incomplete**.

**Your right to erasure** - You have the right to **ask** us to **erase** your personal information in **certain circumstances**.

**Your right to restriction of processing** - You have the right to **ask** us to **restrict** the **processing** of your information in **certain circumstances**.

**Your right to object to processing** - You have the the right to **object** to the **processing** of your personal data in **certain circumstances**.

**Your right to data portability** - You have the right to **ask** that we **transfer** the **information you gave us** to **another organisation**, or **to you**, in **certain circumstances**.

You are **not required to pay** any charge for exercising your rights. If you **make a request**, we have **one month** to **respond** to you.

Please **contact us** at :

Name: ReConnect Gloucestershire CIC

Phone Number: 0747 999 9919

E-mail: Coryn Memory [coryn@rgcic.org](mailto:coryn@rgcic.org)

if you wish to make a request.

### ***How to complain***

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113