**Thurrock Coalition - Privacy Notice**

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| **Accessibility:**  If you require this document in an Alternative format, please email: [ian@thurrockcoalition.co.uk](mailto:ian@thurrockcoalition.co.uk) |

**Introduction**

We hold personal data about individuals (“Data Subjects”) for a variety of organisational purposes in the day-to-day running of Thurrock Coalition. This policy sets out how we seek to protect personal data and ensure that Directors, Employees and any volunteers understand the rules governing their use of personal data to which they have access in the course of their role.

This Privacy Notice highlights how we gather, hold, process and protect personal data and ensure that Directors and Members understand the rules governing their use of personal data to which they have access in the course of their role.

**What personal information do we hold, and why do we need it?**

As a Company Limited by Guarantee and a Disabled Persons’ User-Led Organisation (DPULO) we provide advice, information, guidance, advocacy support as well as consultation, engagement opportunities, events and customer experience activities for Disabled People, Older People, their families and carers across Thurrock.

**How do we collect the data?**

Personal Data relating to identifiable data subjects, such as individuals to whom we have provided advice, information, guidance, advocacy support as well as consultation, engagement opportunities, events and customer experience activities, Event attendees, current and former Directors, suppliers and marketing contacts is obtained and processed via explicit consent.

Personal data we gather will include:

• The First Name and Last Name of An Individual

• The organisation for whom the individual work or represents

• The individual’s email address

• The individual’s contact telephone number

Individuals are asked to positively opt-in (consent) (as part of the meeting/event sign-in sheet) to the processing of the above data in relation to the outcomes and associated paperwork of the specific meeting(s) they have attended, and wish to be kept informed of progress and developments thereto.

In terms of Sensitive personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data is strictly controlled in accordance with the Data Protection Policy.

By providing the information outlined above, and signing/marking the relevant part of the Sign in Sheet, individuals are asked to positively opt-in:

* To agree to their data being processed in accordance with the Data Protection Policy and this Privacy Notice
* So that Thurrock Coalition can provide them with advice, information, guidance, advocacy support as well as consultation, engagement opportunities, events and customer experience activities
* To receive email newsletter-based communications related to specific meetings and events from Thurrock Coalition.
* To be contacted by the Officers/Board of Directors with information in connection to the running of the Organisation from time to time (see details below)

**How is the data used (processed)?**

A contacts database and the information within it is kept electronically and is secured by passwords. We store the data in order to contact individuals who have agreed to receive communication by post or email or telephone in relation to:

* The day-to-day running of the Organisation and any upcoming changes to policies and procedures
* Dates, times, venues of upcoming future general meetings and workshops of the Organisation, including agendas, topics, speakers
* Past and future local and national campaigns in which the Organisation is involved
* Issues relevant to Disability and Diversity that the Directors deem of importance or interest to those individuals who have agreed to receive communications
* Reimbursement of travel expenses incurred for the purpose of attending meetings.

**Information sharing**

The information collected is not shared with any third parties or used for any purpose other than those stated in this Privacy Notice.

**Data Controllers and Data Processors**

Thurrock Coalition is the “Data Controller” – responsible for your personal data in order to comply with its obligations under the General Data Protection Regulation 2016 and the Thurrock Coalition Data Protection Policy.

There are 2 individuals with responsibilities for processing your personal data (the “Data Processors”) in relation to Thurrock Coalition, for the purposes of the smooth day-to-day running of the Organisation, these are: Ian Evans (a Director) – [ian@thurrockcoalition.co.uk](mailto:ian@thurrockcoalition.co.uk)) and Karen Haltham (Partnership Board Co-ordinator) [karen@thurrockcoaltion.co.uk](mailto:karen@thurrockcoaltion.co.uk)

**Retention Period**

Thurrock Coalition will hold the required data relating to current and former clients for as long as is required by law and will, for accuracy, review all information held every 2 years.

**Subject Access Requests**

Under the General Data Protection Regulation (GDPR), individuals are entitled, subject to certain exceptions, to request access to information held about them. Individuals who would like to correct or request information that we hold about them should contact Ian Evans – [ian@thurrockcoalition.co.uk](mailto:ian@thurrockcoalition.co.uk). There are also restrictions on the information to which individuals are entitled under applicable law. Initial copies of records of personal data will be provided free of charge. Additional copies will be subject to a reasonable administrative fee.

**Review**

We will keep this Privacy Notice under review We will update it as necessary to reflect any changes in the collection and use of personal data. We will take account of any complaints about information handling.

**Thurrock Coalition – April 2018**

**Review – April 2020**