**The Ted Lewis Centre**

**Charity No 1199771**

**Privacy Policy**

Date Originally approved 29th November 2023

Reviewed

Reviewed

Reviewed

Reviewed

**Privacy Policy of Ted Lewis Centre**

1. **Background**

The Ted Lewis Centre is a Charitable Incorporated Organisation, governed by its Trust Deed and registered with the Charity Commission. It is registered with the Information Commissioner.

This Policy is for the purpose of communicating it to those who engage with the Centre and is directed to them as well as the Trustees and members of the Centre. It is to be resad in conjunction with out Confidentiality Policy

1. **Information we collect about you?**

The types of information we may collect are:

* your title, forename, middle name or initial, surname, date of birth,
* your current address,
* home telephone number, mobile telephone number, email address.
* your contributed items of prose from time to time.

The primary reason we collect personal information about you is to circulate efficiently, writing contributions between volunteers, members and trustees of the Charity and arrange events and meeting.

1. **How do we use or share your information?**

Members may share your details with other volunteers, other members and trustees of the Charity but those volunteers, members or trustees shall be bound by these conditions. We will not share your personal details with anyone apart from this unless you tell us to.

We may check your details with the records we hold and share with other lawful agencies if necessary. In the unlikely event that false or inaccurate information is provided and fraud is identified, we will record these and details will be passed to the other fraud prevention agencies. Law enforcement agencies may access and use this information. Please contact us at The Ted Lewis Centre, Ferriby Road, Barton upon Humber DN18 5LE if you want to receive details of any referrals made.  We may use your personal data and information collected to improve the service to members. The data is used in accordance with the Data Protection Act and other applicable legislation.

1. **Photographs**

We may take photographs of you in and around the Centre if the event is of a public nature and it is reasonable to expect photographs to be taken in that context. If you ask us to remove or destroy any image of you thus taken, we will consider that issue and decide whether it is proper and appropriate to do so.

We will not, without your consent in writing, publish or distribute any photographic image of you. We will use our best endeavours to obtain your signed consent to the publication of any such photograph.

We will not publish photographs of children as defined in the Children and Young Persons Policy for this Centre.

1. **Aggregated Data**

We may use aggregated data to understand and to share with third parties, information about the number of people benefitting from this Charity’s activities. Any such aggregated data will be anonymised. It will not contain personal information about you and will not enable you to be identified or located.

1. **Where we store and protect your personal data and how long we store it for?**

The data that we collect from you may be shared with members and transferred to and stored on the Cloud or any other secure storage service. We will hold your personal information until you resign from the Group. We endeavor to take all reasonable steps to protect your personal data**.**

Charity volunteers, members and trustees will use their best endeavours protect your personal data over the Internet by using proper computer technologies, and those which interact with our own internet service providers but the Charity will not be liable for any default by any volunteer, member or trustee in relation to any of their actions or default in breach of this policy unless the Charity shall have materially caused or contributed to such action or default.

You have the right to request a copy of the personal Data we hold on you and can request a copy of it by contacting the CEO of the Centre at its address on Ferriby Road, Barton upon Humber.

1. **Privacy policy changes**

Our Privacy Policy will be reviewed every two years or if circumstances dictate that a review should take place and may be changed from time to time. You should check with our website www.tedlwiscentre.com regularly to see our most up to date Privacy Policy. If necessary, we will inform you and obtain your consent about any significant changes to the Privacy Policy.

Any person who feels he or she is aggrieved by any action or default by the Centre may refer the issue to the Information Commissioner of Wycliffe House Water Lane, Wilmslow SK9 5AF.

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