

Insight Community Project

Data Protection Policy / Privacy Notice

Under Data Protection law, Insight Community Project CIC have a duty to inform you of what information we hold and how we process this information.

This policy explains how we follow these laws when collecting, storing and using personal data.

We, Insight Community Project CIC, are the Data controller for the purposes of Data Protection law. The dedicated Data Protection Officers are Owen Ferron and Carly Ferron.

Who processes your information?

Insight Community Project CIC are the data controller of the personal information you provide to us. This means that we determine the purposes for which and the manner in which any personal data provided to us is processed.

In some cases, your data may be outsourced to a third party processor. This will only be done with your prior consent. Where Insight Community Project use a third party to process data, we will ensure the same Data Protection standards are met.

Why do we collect your data?

There are various reasons why we may collect personal data, including but not limited to;

- For health and safety reasons.
- To obtain a contact number and address for parents in case of emergency.
- To identify areas of need within the community.
- For contact information in the event of loaning of equipment.
- To safeguard service users.
- To carry out research.

What legislation / guidelines do we follow in order to keep your data safe?

In order to ensure we collect, process and store data lawfully we follow:

- The GDPR regulation 2018
- The data protection Act 2018

There are seven key principles that we follow in accordance with these pieces of legislation, they are:

1. Lawfulness, fairness and transparency – data will be collected and used in a lawful way which is transparent to service users.
2. Purpose limitation – We will be specific about the purpose of collecting and using the data, and will only use it for this purpose.
3. Data minimisation – Personal data collected will be *adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.*
4. Accuracy- the information we store will be accurate and up-to-date.

5. Storage limitation – Personal data will be stored for the necessary length of time then erased.

The personal data that we collect will be stored electronically for the duration that this person uses our service. Once a young person ceases to use our service, we will hold their information on file for 6 months in case they return. After 6 months have passed, this personal data will be erased.

6. Integrity and confidentiality – any personal information stored will be done so securely to respect confidentiality and integrity.

Personal data is stored electronically and is password protected. This password is only known to the directors and senior members of staff at Insight Community Project, on a need-to-know basis.

Any data that is stored in paper form will be stored at the registered address of the company '195 Collingwood Road, Long Eaton.'

If this information is taken out for use during a session, such as to have emergency contact details, it will be stored in a confidential folder and on the person in charge of the session.

7. Accountability – We are responsibly for explaining how we use and store our data and are able to prove this compliance at all times.

Data Sharing

We will not share personal data outside of the organisation without consent unless the law allows us to do so, for example, for a safeguarding purpose.

Personal data will not be shared internationally without prior consent.

What are your rights?

Parents and service users have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Insight Community Project CIC uses your personal data.
- Request access to your personal data that Insight Community Project CIC holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
 - Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Policy written by: Carly Ferron

Policy written on 31st March 2020

Policy last reviewed: 8th February 2024

Policy due for review: 8th February 2025