

## SCDA Privacy notice

Sussex Community Development Association (SCDA) is committed to safeguarding your personal information. Our Privacy Notice explains how we hold and use personal information and your rights and options in relation to it, so **please take a moment to read it carefully**.

### What we collect

We will collect personal information about you which is necessary for the service/s we are providing. This may include your name, telephone number, email address and other contact information. We may also collect other information about you and/or your circumstances, needs or opinions for research and evaluation purposes to enable us to better understand the results of the work that we do. Examples include:

- demographic information such as age, gender, education level and information about your race and ethnicity
- information on your health, disabilities, wellbeing or care needs
- information on your employment circumstances or history
- service use information
- your opinions or observations about things that have happened to you or services or goods you have received
- your household circumstances

We will not collect any personal information from you that we do not need in order to provide or improve our services, and we will not continue to hold this information after we no longer need it. Where your information is used for research purposes we will ensure that your name, contact details or any other information which might enable you to be identified will never be shared nor made public beyond ourselves, or our partner organisations formally involved in a particular project, without your explicit consent, unless we are legally obliged to do so.

### What we do with it

All the personal information we collect and hold is processed by us, or people working on our behalf, in the UK. If the public body or other organisation funding the service you are accessing requires access to your personal information, we will inform you specifically about this.

We have data protection processes in place to oversee the effective and secure handling and storage of your personal information. More information can be found in our full data protection policy which is available on our website [www.sussexcommunity.org.uk](http://www.sussexcommunity.org.uk) or can be requested by emailing us at [dataprotectionofficer@sussexcommunity.org.uk](mailto:dataprotectionofficer@sussexcommunity.org.uk)

### How long we keep it

We will keep your personal information only for as long as it is required; for us to deliver the service, by the funder or by legislation. For example, under UK tax law we are required to keep basic personal information relating to contracts and services for a minimum of 6 years, after which time it will be destroyed. The actual length of time we keep records may vary from one service to another so we will inform you about specific details when you access a service.

We may, with your consent, like to store your contact details (for example, your name, address, phone number and email address) for longer than this in order to keep you informed about our work. If this is the case we will seek your consent separately. This information will never be shared with third parties, without your further consent, unless the law or our policies require it e.g. for safeguarding purposes. You can withdraw your consent at any time by informing your main contact/advisor at the service you usually access.

## Your rights

You have the right to be informed about the personal information we collect and hold about you so we have prepared this notice and may provide additional information when you access our services. If at any point you believe the information we process about you is incorrect you can request to see this information and even have it corrected or in certain circumstances deleted. In the first instance please talk to your main contact within the service you access, alternatively please contact our Data Protection Lead, Andy Millward on 01273 517250, at [dataprotectionofficer@sussexcommunity.org.uk](mailto:dataprotectionofficer@sussexcommunity.org.uk) or in writing to SCDA, Denton Island Community Centre, Denton Island, Newhaven. BN9 9BA

If you wish to raise a complaint on how we have handled your personal information, please contact our Data Protection Lead, detailed above, who will investigate the matter fully and deal with it in accordance with our data protection policy and complaints policy.

If you are not satisfied with our response, or believe we are processing your personal information not in accordance with the law, you can contact the Information Commissioner's Office (ICO). You can call the ICO on 0303 123 1113 or 01625 545 745, or email the ICO at [casework@ico.org.uk](mailto:casework@ico.org.uk)

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However you should note that we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. You should exercise caution and look at the privacy notice applicable to the website in question.

## Personal information processed on behalf of other organisations

SCDA delivers a broad range of services to individuals and organisations and is committed to ensuring your privacy is protected at all times. Many of the services are managed by separate organisations through a contract with us, for example we deliver projects on behalf of Department for Work and Pensions and East Sussex County Council. In these cases the contractor or funder is usually the Data Controller and as such have responsibility to inform you about the information they wish us to process on their behalf through the publication of an additional Privacy Notice. We will notify you and share the relevant Privacy Notice with you if this is the case.