

Bridgnorth Community Trust - Privacy and GDPR Policy

The Bridgnorth Community Trust (BCT) exists for the benefit of the community of Bridgnorth and the surrounding area and provides its services through a variety of charitable projects including:

Together at Christmas – the provision of a Christmas Day lunch for those who would otherwise not have the opportunity to enjoy such an occasion

Bridgnorth Food Bank – providing emergency food assistance to people in need, and the alleviation of poverty.

Bridgnorth Youth and Schools Project – supporting and encouraging young people in their social, emotional and spiritual development through a range of educational and developmental services and activities.

This privacy and GDPR policy explains how the Trust processes any personal information it collects.

Policy Statement

We are committed to the protection of the rights and freedoms of individuals in accordance with the provisions of the General Data Protection Regulations (GDPR). We will comply fully with the requirements of the GDPR and will follow procedures which aim to ensure that all persons who have access to any personal data held by or on behalf of BCT are fully aware of, and abide by their duties and responsibilities under the legislation.

In order to operate efficiently, we process information about our staff and about people with whom we work. These may include current, past and prospective employees, service users, volunteers, trustees, donors and other supporters.

We will ensure that all personal information is processed properly however it is collected, retained, used or otherwise processed; on paper, in computer records or recorded by any other means. Accurate, proportionate and up to date records are kept to ensure a good framework of service delivery to users, support and supervision for volunteers and employees, and to comply with employment, charity and any other legal requirements.

Personal Data

Personal Data is defined within the GDPR as any information relating to an identified or identifiable natural person (“**data subject**”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as names, addresses, telephone numbers, job titles, date of birth, salary, ID numbers, location data, online identifiers, genetic data or biometric data.

GDPR Data Protection Principles

BCT will comply with the data protection principles of the GDPR to ensure all personal data is:

- Processed lawfully, fairly and in a transparent manner;
- Obtained for specified, explicit and legitimate purposes only;
- Only processed in a way that is compatible with the purpose(s) for which it was collected;
- Adequate, relevant and limited to what is necessary for the relevant purpose(s);
- Accurate and up to date;
- Kept for no longer than is necessary for the purpose(s) for which the data is processed;
- Processed in accordance with the data subject’s rights under the GDPR;
- Kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage; and
- Not transferred outside of the United Kingdom without appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for data subjects are available.

Data Held

Volunteers

All projects are run with the help of volunteers. Personal data about volunteers is held on spreadsheets to facilitate the successful organisation of each project. Application forms are retained in paper form in a secure filing cabinet.

Employees

Personal data for job applicants, employees and trainees is processed for a variety of purposes including: Recruitment, payroll, pension administration, accounting, work allocation and monitoring, performance reviews, diary management and other employment related purposes.

Supporters and suppliers

Mailing lists are maintained of supporters who the Trust keeps informed of its various projects and activities. Data is also held relating to donors and suppliers to satisfy regulations for accounting, tax and other administrative purposes.

Service Users

The details under this heading in regard to service users are different for each project, as follows:

Together at Christmas:

Personal data about those expressing an interest in attending a lunch are held on a spreadsheet to facilitate the successful organisation of each Christmas Lunch.

Food Bank

Clients' personal data is stored in order to manage the process of providing suitable food parcels for the clients' needs, to monitor the use of the service, and to provide analysis to the management committee. Clients give their written consent to this processing during their first visit.

Bridgnorth Youth and Schools Project

The Project engages with young people in a variety of ways through their attendance at clubs, events, trips, and working with individuals for mentoring and for student support within schools.

Young people's personal data is stored in the form of attendance data in order to manage the Project's activities effectively, safely, and to fulfil its safeguarding responsibilities.

Records of mentoring and student support sessions with young people are stored securely in a 'cloud' based database.

The Project also stores more sensitive data when appropriate, such as medical requirements, dietary requirements, etc. for which it obtains explicit written consent from a parent or guardian.

Sharing Information

We will not normally share any information we hold to others without prior consent, unless one of the following exceptions apply. We may disclose information we hold:

- If it is necessary for law enforcement or similar purposes;
- If it is necessary in a medical emergency
- As a necessary part of providing our service(s) or contacting individuals - for example, by using a third party such as mail-chimp to process our communications;
- As a necessary part of ensuring we comply with our legal obligations

Retaining and Deleting Information

We will take all reasonable steps to ensure that the information we hold is kept secure. We will only hold personal data for as long as it is required for the delivery of our services or to meet our legal obligations in relation to other legislation such as safeguarding, accounting, tax etc. Deleting information may involve either the removal of the data or its anonymisation, meaning that it no longer continues to be identifiable to an individual.

A request for information to be deleted may be sent using the contact details below.

Subject Access to Information and Correction

You have the right to request details of the information we hold about you. To do this, you should write to the address below, enclosing a cheque for £10 made payable to Bridgnorth Community Trust. We are

allowed by law to require this fee prior to dealing with your request, to reflect the administrative costs involved. It will help us to process your request if you can be specific about what information you require, otherwise we may need to contact you again to clarify this. We will respond to your request within 40 days of receiving both the written request and the required fee. You have the right to request that we update or correct any information we hold about you. Please contact us using the details below to let us know what needs correcting.

Cookies

Our use of websites is currently very limited but may increase in the future.

Our websites may record some of your personal information, for example, by logging your IP address or the location of your computer or network. It may also record information about you that you enter into online forms.

Other data may be collected anonymously about your use of our site from cookies. Cookies are small text files that are placed on your computer by websites that you visit. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit allaboutcookies.org. We may use cookies:

To establish the needs of visitors and customise the content of our websites;

To process any forms, requests or applications you send;

For internal administration and analysis.

Other websites

Our websites sometimes contain links to other websites. This privacy policy only applies to BCT websites so when you link to other websites you should read their own privacy policies.

Changes to this Privacy & GDPR Policy

We keep our privacy policy under regular review and we will publish any updates on our websites:

www.bridgnorthyouthandschoolsproject.co.uk

www.bridgnorthfoodbank.co.uk

This privacy policy was last updated on 26th January 2021

How to Contact the Trust:

By email: to bridgnorthcommunitytrust@gmail.com

By mail: to the address below

Bridgnorth Community Trust is a Charitable Incorporated Organisation (CIO) registered in England and Wales. Reg No. 1154617. Registered address: 64 Dunval Road, Bridgnorth. WV16 4NB