

Blackfriars Settlement

Data Protection Privacy Statement

The Blackfriars Settlement processes personal data as part of its normal operational activities. Personal data is any information that can be identified to a specific, living individual and processing means collecting, holding or using that information. The Settlement's registered office is 1 Rushworth Street, London SE1 0RB.

The Blackfriars Settlement's Data Protection Officer is Beverley Campbell. Beverley can be contacted by email dpo@marywardcentre.ac.uk

The reasons we collect personal data from you are:-

- Our funders require us to collect data to demonstrate that we are meeting the needs of particular groups in the community.
- We use this data to make sure that our services are being accessed by the diverse community we serve.
- We are able to shape and develop our services to meet changing needs.

We have a legal duty under the General Data Protection Regulation to prevent your information falling into the wrong hands and to ensure the data we hold is accurate, adequate, relevant and not excessive.

Most information we hold will be collected from you but we may also obtain this from third parties such as health professionals or community partners. They must ask you for your permission to pass any personal information they collect about you to us.

The information we may collect from you:

- Your name
- Your contact details (including telephone number, e mail address)
- Details of anyone you may choose to represent you
- Age
- Sex
- Date of birth
- Nationality
- Ethnicity
- National Insurance number
- Income and benefits details
- Employment status
- Disabilities
- Any communication and accessibility requirements
- Any medical information that is relevant to the services we are providing to you.

We will use this information in the following ways:-

- To keep in touch with you

- To send you information relevant to your needs
- To provide services to you that meet your needs
- To meet our legal obligations including the requirements of funders and regulators.

Who will we share your information with:-

Sometimes we need to share personal information we hold about you with other organisations that we work with, for example if we have significant concerns about your welfare. When sharing information we will comply with all aspects of data protection law. Where information is of a sensitive nature, for example about your health we will generally obtain consent from you prior to sharing this information, unless we are required or permitted to share this by law. We will not share any information about you for the purpose of sales or marketing without your consent to do so.

You have a right to a copy of all the information we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you)

How long we will keep your data?

The information we hold about you will be kept

- For all the time you are receiving services from us
- For as long as we are legally or contractually required to do so
- For up to 2 years after you have stopped attending Blackfriars Settlement

Under UK legislation there are a number of principles that apply to all types of personal data. The individual, to whom the data refers, also has a number of rights concerning their data. More information about both of these things can be found on the Mary Ward web-site at <http://www.marywardcentre.ac.uk/about/gdpr/> If you are not satisfied that your personal data is being processed properly, and the Settlement has been unable to deal with your complaint satisfactorily, then you have the right to raise your concern with the Information Commissioner's Office (ICO). More information about how you can do this is available at the ICO's web-site www.ico.org.uk.