



Bexhill Caring Community

“Serving the people of Bexhill for over 50 years”

PRIVACY STATEMENT

Bexhill Caring Community is committed to protecting your privacy. This Statement describes how the charity collects and uses your personal information. If you have any queries about how we use your information or this Privacy Statement, please contact us on info@bexhillcaringcommunity.org

1. Who we are

We are a charity registered in England and Wales, charity number 1108312, whose registered office is 25 Sackville Road, Bexhill on Sea, East Sussex TN39 3JD.

2. How do we collect information?

We may collect personal information from you in the following ways:-

- When you make an enquiry by phone, email or by any other means
- When you make a booking for one of our services
- When you fill in a membership application form
- When you fill in a job application form

3. What information do we collect?

The type of personal information we collect includes:-

MEMBERS

- Your name
- Contact information including your postal address, email address and telephone number
- Bank details for processing of membership applications
- Date of birth, emergency contact details, medical conditions and keysafe numbers if appropriate

JOB APPLICATIONS

- As above
- National Insurance Number
- Previous employment
- Education / training details
- Details of referees

If you choose not to supply your personal information, we may not be able to respond to your enquiry and you may not be able to fully benefit from the membership of Bexhill Caring Community.

4. How do we use your information?

We will use your personal details in the following ways:-

- Transactional purposes: We may process your information to provide you with the information or services you have requested from us or to process payments
- Administration purposes: We may use your personal information for the legitimate interest of creating and administering your membership / job application form or contact record to enable us to operate Bexhill Caring Community
- Carrying out our charitable activities: We will use your personal information for the legitimate interest of carrying out our charitable activities, which may involve contacting you to provide information and support and for the organisation of events

We may also use your personal information for other purposes that you expressly consent to from time to time.

5. Do we disclose your information to third parties?

We will not sell our mailing list to any third party organisation.

We may disclose your personal information to suppliers or service providers in order to provide you with any goods or services you have requested, or if we have your permission, share your information with a contact of Bexhill Caring Community. We may also need to disclose your information if required to do so by law to government bodies or law enforcement agencies.

We always aim to ensure your information is only used by third parties for lawful purposes and in accordance with this Privacy Statement.

6. Where do we store your information?

Bexhill Caring Community stores your information digitally on the Charity's servers at a data centre located in the United Kingdom and also in hard copy at the Charity's office.

From time to time we may send your data to one of Bexhill Caring Community's service providers, whose staff may be engaged in, among other things, the provision of connected services. By submitting your personal data, you agree that we may share your information with these third parties in accordance with this Privacy Statement, some of which may store data outside the EU, although we will only do so in accordance with applicable law.

We will aim to ensure that your data is treated securely and in accordance with this Privacy Statement.

7. Security to protect your information

We employ appropriate technical and organisational security measures to protect your information from being accessed by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We also endeavour to take all reasonable steps to protect your information from external threats. However, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

8. How long do we retain your data?

We will retain certain information in respect of financial transactions for as long as the law requires us to do so for tax or accounting purposes (which may be up to 6 years after a particular financial transaction).

Bexhill Caring Community makes all reasonable endeavours to ensure that your personal information is accurate, kept secure and retained only for as long as is necessary for the purposes for which it is collected. We therefore store your information for as long as you are an employee of, a volunteer of, or member of the charity. Client members who do not renew their membership, will be archived on our secure database for a period of two years in order that they can re-apply. After this period their details will be permanently deleted. Employees' and volunteers' details will be deleted 6 (six) years after leaving.

9. Your rights

In accordance with your legal rights under applicable law, you can request information about the personal information that we hold about you, what we use that personal information for and who it may be disclosed to.

You can also request that we:-

- Correct personal information that we hold about you which is inaccurate or incomplete;
- Erase your personal information without undue delay;
- No longer use your personal information for marketing purposes.

If you would like to exercise any of the rights set out above, please contact us at info@bexhillcaringcommunity.org or write to: The Manager, Bexhill Caring Community, 25 Sackville Road, Bexhill on Sea, East Sussex TN39 3JD.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can make a complaint to the Information Commissioner's Office (ICO) www.ico.org.uk

10. Links

Our website includes links to websites operated by other organisations. Please note that if you follow any of these links, the websites provided through them will have their own privacy statements and terms of use. The Charity is not responsible for the privacy controls of these other organisations or their websites, so you should read their privacy statements and terms carefully prior to providing any personal information to, or using these websites.

11. Changes

We may change the terms of this Privacy Statement from time to time. If we do so, those changes will be posted here so please check the Statement occasionally. By continuing to use our website you will be deemed to have accepted such changes.