**Personal Data Policy**

**(May 2018, revised in draft February 2019)**

**Name of data controller**

Island House Community Centre

**Contact Details**

Island House

Roserton Street

Isle of Dogs

LONDON

E14 3PG

Email: [admin@island-house.org](mailto:admin@island-house.org)

Phone: 0207 531 0310

Website: [www.island-house.org](http://www.island-house.org)

**Your Personal Data**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2018 (the “GDPR”).

**Categories of Personal Data held**

* Name
* Address
* Email address
* Phone / mobile number
* Date of Birth
* Recorded, certificated or accredited training qualifications
* Training undertaken
* DBS status
* Medical / Birthing history (Community Parents project only)

Under Tower Hamlets Equalities Monitoring, we also request data in the 9 protected characteristics for equalities monitoring purposes only, which can be anonymised if preferred:

* Age Category
* Sex
* Disability
* Pregnancy / maternity
* Ethnicity / race
* Religious Belief
* Sexual Orientation
* Gender re-assignment
* Marital / civil partnership

**Sources of personal data**

* Your completed Registration form, Equalities Monitoring or Self-referral form
* Referral forms from professionals (such as GPs or Midwives)
* Disclosure & Barring Service

**Automated decisions**

None

**Purposes of processing**

We comply with our obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Island House will use your personal data for the purposes of:

* Administering the project which you have attended, or referred to or registered for.
* Verifying your eligibility to study or work in the UK
* Verifying your eligibility as a Tower Hamlets resident to benefit from our activities
* Dealing with any special needs or requirements you have
* Reporting of figures and trends in relation to community involvement and employment creation
* To fulfil monitoring data requirements from our project funders and stakeholders
* To ensure equality of service delivery across the borough’s protected characteristics

**Who will we disclose your personal data to?**

Your personal data will be treated as strictly confidential, and will be only be shared with third parties, other than those below, with your consent.

* Tower Hamlets Safeguarding Board (but only if concerns create a legal constraint to have to do so.)
* Project funders, including the Tower Hamlets local authority grants officers where appropriate.

**Legal Basis for processing your data**

The legal basis for the collection and processing of your personal data is:

* Administration and verifying you meet the criteria necessary to fulfil the contract you are going to enter into or have entered into with us
* For dealing with special requirements : that you have given your explicit consent for or are in your vital interests
* For equality & inclusion: that you have given your explicit consent by answering the question and/or that is necessary for us to comply with the law or local authority contracted monitoring requirements;
* In all other cases: that it is necessary for our legitimate interests which are to fulfil our charitable objectives and that this does not prejudice or harm your rights and freedoms.

**Your right to withdraw consent**

Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.

**Location of your personal data**

We do not knowingly share your personal data with organisations that process it outside of the European Economic Area (EEA) or countries deemed as providing adequate protection by the European Council.

**Direct marketing**

We hope that you might like to hear from us from time to time and that you will expect us to occasionally use your personal data for direct marketing to communicate events activities and opportunities at Island House that you would be interested in, but we do not use your data for profiling nor ever sell it on to any advertisers or other agencies of any kind.

**How long will we keep your personal data for?**

We will keep any data relating to financial transactions and personnel records for up to 6 years from our last contact with you, safeguarding DBS disclosure certificates for 6 months and the record of any disclosure date, reference number and outcome for 6 years. Child welfare concern records that do not necessitate a referral are kept for 12 months. All other personal data records are kept only as long as they are needed for legitimate purposes, and no longer than 3 years after our last contact with you.

**Your rights in respect to your personal data**

You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it and the right of data portability.

**Subject Access Requests**

To issue a Subject Access Request to see your data, please apply in writing by mail to our postal address or by Email to [admin@island-house.org](mailto:admin@island-house.org) and we will get back to you within one month.

**Complaints**

If you have any concern or complaints about how we are handling your data, please do not hesitate to get in touch by emailing us at [admin@island-house.org](mailto:admin@island-house.org) or by calling us on 0207 531 0310. You can also contact the ICO (information Commissioner’s Office).

**Consent under General Data Protection Regulation (example)**

I understand that my personal details will remain confidential to Island House. Such information will not be passed onto anyone else (except as required by operation of law, statute or court order) without your permission. I understand that I can ask to see information held about me at any time.

Island House will only hold your information for as long as is required by law and to provide you with the necessary services you have signed up for. For more details about our privacy policy, please refer to <https://www.island-house.org/about-us/management-accounts/privacy-policy/>

I consent to the use of my personal information as explained in the Island House privacy policy.

Island House runs regular activities and events for the local community. If you would like to receive updates on future activities by Island House, please tick the below box.

I consent to Island House sending me updates about their future activities.