

Health for All (Leeds) Ltd

Privacy Notice

Who are we?

We are Health for All (Leeds Ltd), a company limited by guarantee (Reg No: 3197219) and registered with the Charity Commission for England & Wales (charity registration number: 1068643), of Tenants Hall Enterprise Centre, Acre Close, Middleton, Leeds, LS10 4HX. We are a data controller for the purposes of the General Data Protection Regulation (GDPR). This means we are responsible for deciding how we hold and use the personal information we hold about individuals.

What is personal data?

Personal data is any information relating to a directly or indirectly identifiable living person.

What data do we hold?

We will only collect information from you that is relevant to our work. In particular we may collect the following information from you which is defined as 'personal data':

- **Identity Data** this may include first name, maiden name, surname, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** includes address, billing address, delivery address, email address, emergency contact details and telephone numbers.
- **Financial Data** includes bank account information, E.g. for employees, volunteers, suppliers and donors.
- **Marketing and Communication Data** includes your preferences in receiving information from us and your communication preferences

Special Categories of Personal Data

We may also collect special category personal data, and will only collect this information either with your explicit consent; or where relevant when assessing our employees' working capacity in compliance with our legal obligations this special category data may include:

- Physical and mental health details;
- Information relating to your racial or ethnic origin;
- Information relating to your religion;
- Information in respect of criminal records in order to undertake criminal records checks.

Bases for processing

We have set out in the table below a description of all the ways we plan to use your personal data and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Purpose / Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To assist in delivering our services through the keeping of information of users	<ul style="list-style-type: none"> • Identity • Contact 	Necessary for our legitimate interests in ensuring that we can organise our services in a safe and effective manner
To promote our activities and services through email communications	<ul style="list-style-type: none"> • Identity • Contact • Marketing & Communications 	Consent , which may be withdrawn at any time by contacting the manager of the service
To deliver our contracts and grants for monitoring purposes including sharing information with contract managers	<ul style="list-style-type: none"> • Identity • Contact 	Necessary for our legitimate interests and to perform a contract
To promote our activities and services through postal communications	<ul style="list-style-type: none"> • Identity • Contact • Marketing and communications 	Necessary for our legitimate interests to develop and raise the profile of Health for All (Leeds)
To support and manage our employees and volunteers, including sharing information with public authorities (e.g. HMRC) and pension providers	<ul style="list-style-type: none"> • Identity • Contact • Financial 	Necessary to comply with our legal obligations Necessary to perform a contract
To maintain a record of supporters of the organisation	<ul style="list-style-type: none"> • Identity • Contact • Marketing and communications 	Necessary for our legitimate interests in establishing marketing strategy and keeping in contact with supporters of the charity

Who will we share your information with?

We will only share your personal data in limited circumstances. This may include:

- To HMRC, law enforcement agencies and other state organisations as and when we are required to do so by law;
- Local Authority and funders in order to satisfy the requirements of our funding arrangements;
- Medical experts and healthcare professionals in order to ensure the safety and wellbeing of all staff and users of our services;
- Disclosure and Barring Service in order to undertake criminal record checks.

How long will we keep your information for?

We will keep your data in line with our contracts and retention policies, a copy of which is available on request. Some examples of how long we retain your personal data for are as follows:

- We will ordinarily keep the information of users of our services throughout the time they are using our services and for six years afterwards.
- We will retain contact details obtained for marketing and publicity purposes for as long as you consent for us to keep them. We will delete any information we hold on this basis upon being notified that you withdraw your consent.

What security arrangements do we have in place?

We take the security of your personal data very seriously. We will ensure that all the information provided to us is kept secure using appropriate technical and organisational measures and we have procedures in place to minimise the effects of any data breach. In the event of a data breach we will liaise with you and the ICO as necessary.

What are your rights under GDPR?

You have several rights under GDPR which can be exercised in certain circumstances, including;

- The right to be informed about the collection and use of your data;
- The right of access to your personal data and confirmation that it is being processed;
- The right to request rectification of inaccurate personal data;
- The right to request erasure of your personal data in certain circumstances;
- The right to request processing of your personal data is restricted or suppressed in certain circumstances;
- The right to data portability
- The right to object to data processing carried out on the basis of our or a third party's legitimate interests;
- Rights in relation to automated decision making and profiling;
- Right to withdraw any consent given

Contact Details

If you have any queries or concerns about this privacy notice or how we handle the personal information referred to in it, please contact Pat McGeever, Chief Executive Officer. If you have any complaints about the processing of personal data referred to in this privacy notice, you have the right to make a formal complaint to the Information Commissioner's Office (www.ico.org.uk)