

NEW PROSPECTS ASSOCIATION LIMITED

Policy Title:	PRIVACY
Review Date:	June 2019
Issue Number:	1
Standard:	CQC Fundamental Standards of Care
Also refer to:	Confidentiality Policy

PRIVACY POLICY

New Prospects Association aims at all times to respect and protect your personal data. Our Policy sets out the reasons why we collect your personal data from you as to, what, why and how the data will be processed by us. The following statements are explanations as to how we will treat your personal data.

For the purpose of the Data Protection Act 1998 (the Act), the officer responsible for your data is Mandy Postle, of 38-42 South Parade, Whitley Bay, NE26 2RQ

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process data about you from information that you supply us by completing a form on our site www.newprospects.org.uk This includes information you provide to us; enquiring about our services; making an enquiry; applying for jobs or to become a volunteer. We will share your personal information with the relevant departments within our organisation, and agencies with statutory powers, such as regulators and the police if required.

During the COVID-19 pandemic, we may be required to share some of your personal data such as your name and contact details with NHS Test and Trace. This is to protect yourself and the wider community to establish who may need to self-isolate throughout the pandemic, also NHS Test and Trace may be able to offer you wellbeing and financial support.

If you or your loved one wishes to receive support from New Prospects Association, your personal data will be processed and stored in accordance with our Confidentiality Policy. If you have given us permission to contact you by email, we may follow up the initial contact with further emails about receiving support from New Prospects Association. This is known as direct marketing. You can ask us to stop sending direct marketing materials at any time by contacting ian.brewis@newprospects.org or calling 0191 251 7737

WHERE WE STORE YOUR PERSONAL DATA

We use the following providers: Microsoft Exchange through Aspire Technology Solutions, Heworth Hall, Shields Road, Gateshead, NE10 0UX, Carefree Solutions 14 Appleton Court, Calder Park, Wakefield, WF2 7AR; Concept Group Ltd 16 Riverside Studios, Amethyst Road, Newcastle Business park, Newcastle NE4 7YL and Olive Communications, Olive House, Mercury Park, High Wycombe HP10 0HH

By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

YOUR RIGHTS

Your rights over the information we hold are:

- Your right to be informed if your personal data is being used
- Your right to get copies of your data
- Your right to get your data corrected
- Your right to get your data deleted

- Your right to limit how the organisation uses your data

- Your right to data portability
- The right to object to the use of your data
- Your right to access information from a public body
- Your right relating to decisions being made about you without human involvement eg. an online decision after you have applied for credit, or a recruitment aptitude test using pre-programmed algorithms and criteria.
- Your right to raise a concern

Our site may, from time to time, contain links to and from the websites of our networks. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.