

Ryedale Special Families
Data Privacy Statement



Who are we?

Ryedale Special Families (RSF) is a Charitable Incorporated Organisation and Registered Charity (No. 1170988).

Address	Telephone	Email
121 Town Street Old Malton Malton North Yorkshire YO17 7HD	01653 699000 07494 529639	post@ryedalespecialfamilies.org.uk

We are committed to protecting your privacy. This statement has been written in accordance with the Data protection Act 1998 and new GDPR regulations. For further information please contact the Data Protection Officer, (the Chief Officer) of RSF at the above address. We are a Data Controller under the Act in respect of the information we collect about you and your family. We have notified the Information Commissioner of our data processing activities and our registration number is Z1204616.

We collect personal information in the following ways

- You provide us with personal information in order to use our services – this includes receiving our newsletter or attending one of our activities
- You become a member of RSF
- You contact us via our website
- You make a donation to us
- Your information is given to us by another person or organisation in order to receive a service from RSF
- You provide us with information in order to volunteer with RSF or be employed by RSF

What type of information do we collect?

This might include your name, address, telephone number, email address and details about your children who want to receive a service from RSF. This will include information about disabilities, additional needs, medical conditions and medication they take. For people working or volunteering with RSF this will also include NI numbers and tax details, personal contact details and information required to process a DBS check (Disclosure & Barring Service).

Personal information which you supply to RSF will be used in the following ways

- to provide you with services you have requested
- to share relevant information e.g. our newsletter
- to process any donations, we may receive from you
- to monitor and evaluate the services we provide
- to further our charitable aims
- to employ you as a paid worker or volunteer

Data protection and children

RSF will ask for details about children in order to provide a service to them, like coming along to one of our social groups. If your children are not attending a group without a parent then we will only keep information like date of

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birth with your permission. In the UK parental consent is required from parents of children under the age of 13 to process their data.

Positive Opt-in

From May 25th 2018 we will specifically ask for consent to send you information. If we do not get consent, we will not send out information about our service. If you give consent, we will ask again every 3 years.

Profiling

To enable us to communicate effectively with you, we may use your data for analysis purposes, based on the information you have provided to RSF. This information will not be shared with any other party.

How do we protect personal information?

We use a secure server to collect information from our website and third party trusted websites to collect donations. We take appropriate measures to ensure that information given to us is kept secure, accurate and up to date. We will keep your information for as long as required to enable us to operate our services and not for any longer than is necessary. We will take into consideration our legal obligations and tax and accounting rules when determining how long we should retain your information. When we no longer need to retain your information we will ensure it is securely disposed of. Your information is shared within the organisation for the purposes of providing a service. You can ask to see our Confidentiality Policy.

Disclosing information to other parties

We will not share your information with anybody else, unless you give us permission, or we are legally required to do so.

Right of access

You have the right to

- Request a copy of the information we hold about you; we will give you this information within one month
- Amend the information we have about you if it is wrong
- Change how we communicate with you at any time

Withdrawing consent

You can ask RSF to remove your information from our records. This will affect the provision of services to you.

Changing your personal details

If your details change, please help us to keep your information up to date by getting in touch with us. You can do this by contacting us – please see details at the top of this statement.

This statement is available on our website at <https://www.ryedalespecialfamilies.org.uk/about-us/> You can request a paper copy of this privacy statement