



Privacy Notice

The Burnside Centre needs to collect and process personal data in order to provide services to its service users, manage the organisation effectively and meet our legal requirements.

Purpose of this Notice

This Notice explains how we collect and use your personal data. The Burnside Centre is the Data Controller for personal data we process about you. We are registered as a Data Controller with the Information Commissioner's Office and manage personal data in accordance with our Data Protection Policy and GDPR.

Throughout this Notice, "we", "our" and "us" refers to the Burnside Centre and "you" and "your" refers to those expressing an interest in using our services, together with those who later become a registered service user. It will also cover information that we must keep after you have left our service/s.

Changes to this Notice

This notice was last updated on 29th August 2018.

Any updates will be accessible by request in the main office or on our website here:

<http://www.burnsidecentre.org.uk/privacy-statement--policies.html>

Anything you are not clear about

If there is anything you are unclear about please contact our Data Protection Officer, who can answer any queries you may have concerning this Notice or the way in which we process your personal data. Our Data Protection Officer's contact details can be found at the end of this Notice.

Where do we get your personal data from?

We obtain or receive personal data about you from the following sources:

- From when you provide your contact details when registering for activities/services or to request further information from us.
- From third party sources (such as other organisations, educational establishments and Government Departments). Where we obtain personal data from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

- From you when you disclose personal data during the course of your time with us or when accessing services or resources (e.g. advice, counselling, crisis support, referrals).

Categories of Personal Data Being Processed

The Burnside Centre collects and processes a broad range of personal data about you in order to deliver our services, manage the organisation effectively and meet legal requirements. Examples of this personal data will include your name, registration information, attendance, address for correspondence and date of birth.

Personal data may also contain “sensitive personal data”. "Sensitive Personal Data" means information about your Special Category Data (as defined below) and information about the commission or alleged commission by you of any criminal offence or any proceedings for any offence committed or alleged to have been committed by you.

‘Special Category Data’ means any Personal Data about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and their genetic or biometric data.

When you register with us, you have the option not to provide certain types of “sensitive personal data”.

The purposes for which we process your personal data and the legal basis for that processing

The Burnside Centre collects and processes a broad range of personal data about you in order to deliver our services to you, manage our operations, maintain our records effectively, and meet certain legal requirements. Examples of such services include our sessional activities, support services, attendance monitoring and completion of courses for example.

Retention of Your Personal Data

The Burnside Centre retains your personal data in accordance with our Data Protection Policy and GDPR guidelines. Some types of personal data are retained after your engagement with us has ended, for example, to provide information to funders and so that we can verify your time with us if you apply for a job or further opportunities. Other types of data, particularly if sensitive, may only be retained for a short time.

Unwanted Communication

We will from time to time communicate with you by email, post, telephone and text. If at any stage you are concerned about the content of these communications, e.g. unwanted or no longer wish us to contact you then:

- contact our Data Protection Officer who will amend our communications in line with your requirements.

Transfers to third party countries

We do not knowingly share your personal data with third parties outside of the European Union.

Your Rights As a Data Subject

We thought it would be helpful to set out your rights as a data subject below (you can also refer to our 'Access Request Policy' which is also on our website).

You have the right to:

- Access your personal data that we process
- To rectify inaccuracies in personal data that we hold about you
- To be forgotten, that is your details to be removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a commonly used electronic form
- To object to certain processing of your personal data by us
- To request that we stop sending you direct communications

If you wish to exercise any of the above rights please contact the Data Protection Officer via: burnsidecentre@btconnect.com

Concerns and Contact Details

If you have any concerns with regard to the way your personal data is being processed or have a query about this Notice, please contact our Data Protection Officer via: burnsidecentre@btconnect.com

Our postal address is the Burnside Centre, Burnside Crescent, Langley, Middleton, Manchester, M24 5NN.

Our data controller registration number provided by the Information Commissioner's Office is Z2919315 and our registration can be viewed on the ICO's website here: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

You have a right to complain to the ICO about the way in which we process your personal data. Please see: <https://ico.org.uk/concerns/handling/>

Date passed: 28.09.2018	Date of review:			
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2020		2027		
2021		2028		
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