

DATA PRIVACY NOTICE



Your personal data – what is it?

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 2016/679 (the "GDPR").

Who are we?

The Advocacy Project is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

- The Advocacy Project complies with its 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. We use your personal data for the following purposes: - (examples shown below)
 - To enable us to provide a service for the benefit of the public as specified in our Memorandum & Articles of Association
 - To administer membership records;
 - To manage our employees and volunteers;
 - To maintain our own accounts and records.
 - To operate The Advocacy Project's online presence and deliver the services that individuals have requested.
 - To inform individuals of news, events, activities or services running at The Advocacy Project.
 - To fundraise and promote the interests of the charity;
 - To process gift aid applications.
 - To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

What is the legal basis for processing your personal data?

There are a number of legal basis we may use to process your information depending on the situation. These are detailed below.

- Processing is necessary to complete actions you have consented to, having been made aware of how and why your information will be used;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;

Where we process and hold 'special category data' (eg information such as ethnic origin, health, sexual orientation etc) the following legal basis are also used.

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
- Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional;
- Processing is necessary for the reasons of public interest in the area of public health;

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation with your consent where this is possible (or consent of those legally able to act on your behalf), or in situations where this is required to meet legislative frameworks in relation to your safety or the safety of others.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary in order to provide the service under the terms of our contracts.

- If you have received a service or your details have been recorded in relation to the performance of a task to meet the obligations of a contract as per our legal basis, your information will be routinely held for a period of 6 years following the closure of the case.
- If your information is held because of contact with the organisation in relation to recruitment or employment, your information will be routinely held in line with the relevant legislative frameworks

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time [where consent is relied upon as a processing condition];
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office. (www.ico.org.uk)

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

We will strive to keep up to date with good guidance in regard to this Privacy Notice. This notice was last updated in June 2018.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance, contact us at:

The Advocacy Project
Cumbrae House
15 Carlton Court
Glasgow
G5 9JP

Tel: 0141 420 0961

enquiry@theadvocacyproject.org.uk