**Privacy Notice – Membership Records**

Locala will look after your data with care and in accordance with UK data protection legislation which is currently GDPR (General Data Protection Regulation) in conjunction with the Data Protection Act 2018.

To effectively manage membership of Locala, and membership activities, Locala Community Partnerships CIC collects, stores and processes personal information about current members.

This Privacy Notice includes community members who have signed up to join the organisation, and permanent Locala colleagues who are automatically members of the organisation.

We recognise the need to treat member’s personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met. Data is processed for legitimate interests, except where such interests are overridden by the interests or fundamental rights and freedoms of the individual, which require protection of personal data.

**What types of personal data do we handle?**

In order to carry out our member activities we handle data in relation to:

* Personal demographics (including gender, race, ethnicity, sexual orientation, religion)
* Contact details such as names, addresses and telephone numbers
* Information about a disability (if volunteered by the member)
* Information about what activities and services in which the member is interested
* A record of involvement activities and events attended

(nb. Only basic information will be held on colleague members including name, ESR number and work email address.)

Our staff are trained to handle your information correctly and protect your confidentiality and privacy.

We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never collected or sold for direct marketing purposes.

Your information is not processed overseas.

**What is the purpose of processing data?**

* Administration and management
* Auditing
* Information and databank administration

**Sharing your information**

There are a number of reasons why we share information. This can be due to:

* Our obligations to comply with legislation
* Our duty to comply any Court Orders which may be imposed
* To detect or prevent crime or fraud

Any disclosures of personal data are always made on a case-by-case basis, using the minimum personal data necessary for the specific purpose and circumstances and with the appropriate security controls in place. Information is only shared with those agencies and bodies who have a "need to know" or where you have consented to the disclosure of your personal data to such persons.

We will not routinely disclose any information about you without your express permission. However, there are circumstances where we must or can share information about you owing to a legal/statutory obligation.

We will not share your information with any third parties for the purposes of direct marketing.

**Membership records: Membership Engagement Services**

The information which you provide when you sign up as a member is stored on a web-based database, provided to Locala by Membership Engagement Services (MES). MES is compliant with IGT (national information security standards).

We will not share your information with any third parties for the purposes of direct marketing.

**How can you access your records?**

The GDPR 2018 gives you a right to access the information we hold about you on our records. Requests should be made to the Resolution team (see below). We will provide your information to you within one month (this can be extended dependent on the complexity of the request) from receipt of your application:

Before fulfilling your request we will need to be able to verify your identity and will ask you to provide relevant documents.

Information will be provided free of charge except where requests are unfounded or excessive, in particular repeat requests when we may either charge a reasonable administrative fee or refuse to act on the request.

**Resolution Team**

Beckside Court (1st Floor)

286 Bradford Road

Batley, West Yorkshire, WF17 5PW

Tel: 030 3330 8831

Email: resolution@locala.org.uk

**How long your records are retained:**

All your records are destroyed in accordance with the NHS Records Management Code of Practice for Health and Social Care 2016. This retention schedule sets out the appropriate length of time each type of record is retained.

Locala does not keep records for longer than necessary and all records are destroyed confidentially once their retention period has been met, and we have made the decision that the records are no longer required.

**Individual’s rights**

Data Protection laws gives individuals rights in respect of the personal information that we hold about you. These are:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for your information to be corrected if it is inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making)

Should you have any further queries on the uses of your information, please speak to our Engagement Officer, Hollie Scargill (membership@locala.org.uk), or our Data Protection Officer by emailing dpo@locala.org.uk 030 3003 4484

If you would like to withdraw your consent for Locala to store your personal details for the purpose of being a community member, please email membership@locala.org.uk or call 030 3330 9781.

If you are still unhappy with the outcome of your enquiry you can write to:  The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 0303 123 1113.