

FAMILIES MATTER DATA PRIVACY STATEMENT

Personal Data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (GDPR) 25th May 2018.

What personal data do we hold?

Families Matter will keep data about you in two ways:

1. The Project Enrolment Form or/and Application Form that you filled in. This records the name, address, phone number and email address.
2. Our Database on the computer records the name, address, phone number and email address.

We do not hold sensitive data on our computer.

How is your personal data kept safe?

Your Project Enrolment Forms and Application Forms are kept in a locked cabinet in the Families Matter secure office.

The database on the computer can only be accessed by use of a secure personal password.

The staff processing the data have been trained how to keep your data safe and only use it for the right purposes. No unauthorised person can log into the data system.

What is your data used for?

Your data is only used for contact and for reference whilst you are a user of the services of Families Matter.

Does Families Matter have a right to your data?

Under General Data Protection Regulation legislation, Families Matter needs to have a “lawful Basis” for keeping your data and for using it. There are several types of “lawful basis”. One of them is called “performance of contract”. When you become a user of a Families Matter Project and sign a Project Enrolment form or Application form, we enter into a “contract” together. That is why the lawful basis for holding your data is a “performance of a contract”.

Who can see your data?

The only people with access to your data are the Project Manager, Team Leaders and the Data Processor. Our computer can only be accessed by those with the password for the system. No one else has access to your data.

How long will your data be kept?

Data will be kept in accordance with Families Matter Policies and Procedures.

Who can you speak to if you have any questions?

If you have questions about your data and what we do with it, you should contact the Project Manager, Julia Cross on email: Julia.fm.hurc@gmail.com or telephone 023 8020 7623.

What rights do you have?

You have a number of rights under Data Protection legislation:

1. Right to know what data we hold.

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. Right to have a copy of the data we hold.

You can ask for a copy of the data we hold about you. This is called a “subject access request”. A “subject access request” must be made in writing. We will acknowledge this request and will provide the data within one month from the date of our acknowledgement of your request.

3. Right to object

You can object if you think we are using your data in the wrong way.

You can also object if you think we don't have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the Information Commissioner's Office (ICO): telephone 0303 1231113 or via email: ico.org.uk/global/contact-us/email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

If it is found that we are using your data in the wrong way, we will stop it immediately.

4. Right to have your data corrected..

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. Right to be forgotten.

We keep your personal information where we have an ongoing legitimate or lawful need to do so. When we no longer have a legitimate or lawful need to keep your personal information, we will delete it.

Finally, if anything happened to your data that could be a risk to you, we will notify you of that risk immediately.