



Privacy Statement

CaSE Community Trust is committed to respecting the privacy of individuals and keeping personal information safe. We will only collect personal information about you that is necessary for the administration of your chosen interaction(s) with CaSE Community Trust.

We may collect your personal data to handle your request to:

- Volunteer your help and expertise;
- Hire rooms at the Lyons Community Centre;
- Receive regular updates and what's on at the Lyons Community Centre;
- Enquire about CaSE Community Trust properties, play park or communal areas;
- Complete contracted work for CaSE Community Trust;
- Apply for a job with CaSE Community Trust.

What Types of Personal Information we may Collect:

Depending upon your interaction with CaSE Community Trust, the information that we collect could include; your name, postal address, email address, telephone number, age, bank account details.

We only collect and retain sensitive data on individuals if there is a clear reason to do so and with the individual's consent. For example, we only ask about your general health and/or next of kin details if you participate in a CaSE Community Trust event. We do this to ensure you have taken any steps to ensure it is safe to participate in an activity and who to contact in an emergency.

How we may use your data:

The legal basis that CaSE Community Trust has for processing your data will depend upon the circumstances in which it is being collected and used, but will fall into one of the following categories:

- you have provided your consent to allow us to use your data in a certain way;
- the processing is necessary for the performance of a contract with you;
- the processing is essential in order for us to comply with a legal obligation;
- it is in CaSE Community Trust's legitimate interests to perform.

We will not rent, swap or sell your personal information to other organisations and we will only retain your personal information for two years, unless there is a legal requirement to keep it on file for longer. We ensure that your data is subject to appropriate security measures.

You may update your personal details and preferences at any time by contacting CaSE Community Trust. As an individual you have the right to request that we remove your personal data. You may also request what personal information is held via the formal process of *Subject Access Request*.

To effectively handle your data, CaSE Community Trust uses external service providers to help us deliver the service(s) you have requested. For example, administering room bookings, hosting the website etc. We may give relevant persons within these service providers access to your personal information, but only to allow them to perform their services for CaSE Community Trust.

CaSE Community Trust may disclose your personal/sensitive personal information when required to by law, for example, to HMRC for tax purposes or to police forces for the prevention or detection of crime.

For the full **Data Protection Policy** please contact Centre Management on 01582 227366.