



Gloucester Welcomes Refugees Privacy Policy

Gloucester Welcomes Refugees has a data protection policy, which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures, which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

Our contact details

Name: Gloucester Welcomes Refugees

Address: SunnySide, Ash Lane, Down Hatherley, Gloucester GL2 9PS

Phone Number: 07871 597 219

E-mail: gloucesterwelcomes@gmail.com

Date of policy notice: 12th June 2022

The type of personal information we collect

We currently collect and process the following information:

- Name, email address, phone number, address, date of birth
- ID documents i.e. passport, driving license, birth certificate, bank statements etc as required by the Government to conduct DBS checks.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you or by the group's Safeguarding Lead for one or more of the following reasons:

- Insurance
- Safeguarding
- DBS checks

We use the information that you have given us in order to ensure that you're covered by Gloucester Welcomes Refugees public liability insurance and to run your DBS check.

Once your DBS check is processed, we will delete all ID Documents from our file.

We will not share your personal information with other members or organisations without your permission, unless we have an urgent safeguarding concern or are required to do so by law.

Date: 12/06/2023

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent.

You are able to remove your consent at any time. You can do this by contacting your group's Safeguarding Lead Drew Humphreys **07450258284**, safeguardinggwr@gmail.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a legitimate interest

How we store your personal information

Your information is securely stored on Google One Drive

We keep personal data for the duration of your official contract with the Home Office terminates. We will then dispose of your information by permanently deleting your data from Google One Drive and from computers used to manage the data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at safeguardinggwr@gmail.com or on 07871 597 219 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at gloucesterwelcomes@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>