

DATA PROTECTION – CLIENT’S DATA PRIVACY STATEMENT

You are required to give certain aspects of personal data to enable Communities in Sync to carry out their duties, rights and obligations as a service provider, funding and delivering a service to you. The privacy of your Data is taken seriously, and this policy explains how Data will be used and protected in compliance with the Data Protection Act 2018 / UKGDPR. Communities in Sync is the Data Controller as defined in the legislation.

Communities in Sync is the Data Controller. This notice applies before, during and after a service has come to an end.

Communities in Sync will be funding the work that is being delivered to you and have a requirement to report this information back to our core funder Black Country Healthcare NHS Foundation Trust (BCHFT). This report generated and provided to the core funder may include personal data as outlined in this Privacy statement.

The types of Personal Data that is processed by Communities in Sync may include the following:

- Your Name, address and contact details including telephone numbers and email address. This information will not be shared with our core funder.
- Personal details, such as your ethnicity, age, religion, economic status, immigration status and health status. This information will be collated and anonymised before sharing with our core funder.

Communities in Sync will process and control such data principally for administrative and analysis purposes and for the purposes of managing your contract of the services provided to you.

The personal data we receive will not usually be shared with anyone except for the core funder when this is required. However data may also be used where Communities in Sync are under a legal obligation to do so or where it is necessary and proportionate to safeguard the interests of the business/or the public interest.

We may receive and share data with the following parties in order to assist them in the management of their duties and fulfil the purpose set out above:

- Accountants and Pay roll organisations.
- HMRC, HSE and other governmental bodies.
- Insurance companies and legal advisors including helpline providers and solicitors.

All third parties to the service contract are required to take appropriate security measures to protect your personal information in line with this policy. They are not allowed to use your personal data for their own purposes with the exception of using the data in order to provide you with suitable support and services as per their organisational aims and purposes, with your consent. Permission has/will only be granted for them to process your personal data for specified purposes and in accordance with our instructions. Communities in Sync does not accept responsibility or control of Data willingly shared by you with any other third party independent of and outside of our control. Data will be retained for

as long as necessary to fulfil the purposes it was collected for in accordance with this policy and for the length of time specified in our contract with the core funder.

Where Data is considered sensitive data to determine the appropriate retention period for Data consideration will be given to the amount, nature, and sensitivity of the Data collected, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which data is processed and whether those purposes can be achieved through other means, and the applicable legal requirements.

Your rights, in certain circumstances, in regard to your personal data include:

- Request access - there is no charge for this request and Communities in Sync will endeavour to provide the information within a reasonable timeframe.
- Request correction of the personal information
- Request erasure of your personal information.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent please notify Communities in Sync in writing.

The personal data will not be used by Communities in Sync for any purposes other than sharing with the core funder where this is specified, for collating key service user profile data to improve our services, target our support and in collated/anonymised format for reporting.

Communities in Sync has the right to update this privacy notice at any time, and will provide you with a new privacy notice when substantial updates are made. From time to time, you may also receive notification in other ways about the processing of your personal information.

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I have read and understood this Data Privacy statement and agree to Communities in Sync processing my personal data in line with the above Privacy Notice for the WDH Sandwell project.

Print:.....

Signed:.....

Dated:.....