



**Charity Number: 1146161**

**Company Number: 07514356**

# **Privacy Policy**

This policy was first adopted on 02.05.2018 and reviewed annually unless circumstances require that it be reviewed before this.

The policy will be evaluated for appropriateness and effectiveness at the same time.

Name: Victoria Williamson

Position: Centre Manager

Date: 02.05.2018

Review Date: 02.05.2019

The data controller is Pathways 4 All, Tim Lamb Children's Centre, Rising Sun Country Park, Whitley Road, Benton, Tyne and Wear, NE12 9SS

## Purpose and legal basis

When you give us your personal data we will use it in the following ways:

- to fulfill our membership contract with you
- to send you information you have consented to receive
- to fulfill our legitimate organisational interests

And in particular

- for internal record keeping to ensure we meet the needs of our members
- to improve our services to you
- to send you ebulletins / newsletters you have told us you want to receive
- to update you on our activities / events and services
- to inform funders / supporters of our activities as part of an application or monitoring process (anonymised)

Pathways 4 All won't transfer your personal data internationally; or use your data for automatic profiling. We will not share your details with any other third party.

Pathways 4 All collects any special categories of data (disability, gender, age, ethnicity, religion) where funders request this information. This data is anonymised prior to sharing and does not have any bearing on our services to you.

## Your rights

Under the Data Protection Act 2018 you have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You have the right to see what information Pathways 4 All holds about you (a 'subject access request') and to ask for the information to be amended if incorrect. To make this request please email [info4pathways@gmail.com](mailto:info4pathways@gmail.com) with 'Subject Access Request' in the subject line. Your request will be forwarded to the relevant person in the organisation and will be acknowledged.

Your request will be carried out within one month unless there is good reason for this not to be possible. In this event we will contact you and explain why we cannot carry out your request within one month.

You have the right to withdraw your consent for us to use your personal data at any time. If you wish to withdraw your consent please email [info4pathways@gmail.com](mailto:info4pathways@gmail.com). Your request will be forwarded to the relevant person in the organisation and will be acknowledged.

Your request will be carried out within one month unless there is good reason for this not to be possible. In this event we will contact you and explain why we cannot carry out your request.

When making a 'Subject Access Request' or withdrawing consent, we may need to ask you to identify yourself to ensure the personal data you are contacting us about belongs to you.

You have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office (ICO) Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF ICO  
Telephone: 0303 123 1113 Website: [www.ico.gov.uk](http://www.ico.gov.uk)

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Short Privacy Notice for Email Sign Up**

Pathways 4 All will use the information you provide to us to send you emails about our services and events to pursue our legitimate organisational activities but we won't share your personal information; transfer your data internationally; or use your data for automatic profiling.

We use a third party provider, MailChimp to send our emails and your personal data will be stored until you tell us you no longer want to receive our emails. We gather statistics around email opening and clicks using industry standard technologies.

You have the right to know what information we hold about you and you can ask to see it, amend it or have it deleted by emailing us at [info4pathways@gmail.com](mailto:info4pathways@gmail.com).