

**PRIVACY NOTICE**

**Identity and contact details**

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer at dpo@crasac.org.uk

**Purpose of the processing**

CRASAC takes your privacy seriously and will only use your data for the purpose for which it was provided. CRASAC also collects information direct in relation to staff, volunteers, contractors, employment, donors and board members. All information provided will be treated as confidential and will only be used for the purpose intended and with consent.

**What information do we collect?**

The sort of information we hold includes personal data; application forms; references; contact details, emergency contact, accounting and auditing. If you contact us, we may keep a record of that correspondence.

**What do we use personal information for?**

We may use the information we hold about you for the purpose of staff employment, volunteer management, administration of our services, fundraising activities, Gift Aid requirements, obligations to comply with legislation, our duty to comply with Court Orders, detection and prevention of fraud, in public interest, and provision of training.

**Corrections/Accuracy**

We will endeavour to ensure that all personal data held in relation to you is accurate. You must notify CRASAC of any changes to information held about you.

**The lawful basis**

CRASAC will process data for the specific and lawful purpose for which it is collected and not further process the data in a manner incompatible with this purpose.

We collect and use information for general purposes where:

* the data subject has given consent to the processing of his or her personal data for one or more specific purposes
* processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
* the data subject has given explicit consent to the processing of those personal and medical data for one or more specified purposes

**Categories of personal data**

We will ensure that the reason for which the data was collected originally is the only reason for which it processes those data. We will ensure that the data is adequate, relevant and not excessive in relation to the purpose for which it is processed

**Sensitive Personal Data**

We may, from time to time, be required to process sensitive personal data. Sensitive personal data include data relating to gender, race, and disability.

**Disclosure to third parties**

We will not sell or license your personal information to any third party. However, we may disclose your personal information:

* to any member of CRASAC
* contractors engaged by us to provide services on our behalf;
* to our database supplier
* to the regulatory authorities.

**Details of transfers to third country**

We will not transfer your personal information to countries outside of the European Economic Area.

**Retention period**

CRASAC may retain data for the minimal legal time required. (See section 4 of this policy for timescales.)

**Data subject’s rights**

You have the right to request access to information about you that we hold. You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

If you wish to access your personal data you should put your request in writing to the Data Protection Officer at dpo@crasac.org.uk who will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 30 days.

**The right to withdraw consent**

Withdrawal of consent shall be without effect to the lawfulness of processing based on consent before its withdrawal.

* We make it easy for individuals to withdraw their consent at any time.
* We act on withdrawals of consent as soon as we can.
* We don’t penalise individuals who wish to withdraw consent.

You may withdraw consent at any time by putting your request in writing to the Data Protection Officer who will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within 30 days.

**The right to lodge a complaint**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting the Data Protection Officer at dpo@crasac.org.uk.

**The source the personal data**

All personal information provided to us is either stored on our secure servers located in the UK, or on the secure servers of sub-contractors that we have engaged to provide services on our behalf.

**Statutory or contractual requirements**

We will make you aware if we need to collect data for the purpose of statutory or contractual requirements. We will keep this anonymous data and use it to enable us to run our business and manage our relationship with you effectively, lawfully and appropriately**.**

**Websites and cookies**

This section applies to anyone accessing CRASAC’s website. A cookie is a small file downloaded on to your device when you access CRASAC’s website. Cookies allow the website to recognise your device. Session cookies will remember your selections as you browse the site. These cookies are for the browsing session and not stored long term. No personal information is collected by these cookies.

You may delete or control the use of cookies through your browser settings, but this may limit the functionally of the website. The site and our computer systems have security measures in place with the aim of protecting the loss, misuse or alteration of the information ‘users’ provide to us. To find out more about cookies and what cookies might be stored on your device, visit www.aboutcookies.org or [www.allaboutcookies.org](http://www.allaboutcookies.org)

**If you have any questions about this notice, please contact our Data Protection Officer at** [**dpo@crasac.org.uk**](mailto:dpo@crasac.org.uk)

**If you are not happy with how we have processed your data, then you have the right to complain to the ICO.** [**www.ico.org.uk**](http://www.ico.org.uk)