

Our Privacy Statement: What you need to know

What is a Privacy Statement?

A Privacy Statement explains what information we hold about you, why we hold it, how we protect it for you and how you can have your information removed from our files if you wish.

Why are we sending you this information?

A new law called the General Data Protection Regulation (GDPR) comes into force in May and affects the way we keep information about the people who we support and those who support us. That is why we're sending you a summary of our new Privacy Statement.

What information do we hold about you and why?

The information you give us includes information that you give us when you fill in forms to apply for a course, a job, a volunteering role at HS4LC or you fill in a questionnaire or subscribe to our email newsletters.

This information is important to us because it enables us to carry out our legal obligations, as part of a contract we have with you or for our legitimate reasons. It also allows us to send you news of the charities work. We may contact you by post, email, text and social media where you have given permission.

Your information also helps us to keep our records up to date.

Who do we share your personal data with?

We will not share your information with any other individuals or organisations unless we have a legal or contractual reason to do so. We will always gain your consent to share this information in these circumstances. An example of this is sharing staff bank details with our accountant (payroll) so that they can get paid for the work they do.

How long do we keep your information?

We keep your information for as long as we need it for the purpose it was collected. This varies on the type of information. Further information can be found in our policy which is on our website www.hs4lc.org.uk.

What are our responsibilities and you rights?

We always take exceptional care with the information we hold and keep it securely. Where we contact you by email, SMS or other electronic means, we will always ask your consent.

When we write to you by post, it is in our legitimate interest to show what the charity is doing and how we make a difference to people's lives. We may also ask you for further support or donations but you can always request to opt-out of receiving any further communication from us.

You may request to see the information that we hold about you by writing to the: Data Compliance Officer, HS4LC, 9 North Park Road, Harrogate, HG1 5PD.