

SPIN PRIVACY STATEMENT AND POLICY



Information given to SPIN by you

Any information given to SPIN by you will be held securely in locked cabinets and/or on password-protected and firewall-protected computers. Your data will be processed only in accordance with the rules on data protection as set out in the General Data Protection Regulation (GDPR) of May 2018. SPIN will not disclose your personal details to anyone unconnected to SPIN staff, volunteers and committee. Exceptions to this rule are as follows:

- You have consented to their release
- We are legally obliged to disclose them
- We regard disclosure as necessary – eg in the case of an assault or rape allegation we would need to contact the police and/or social services.

SPIN may be obliged to share and disclose information about you with relevant public authorities, regulatory bodies and agencies outside of the organisation, but only:

- If we can lawfully do so
- If we decide that disclosure is necessary for security, crime detection, crime prevention and law enforcement, or other issues in the public interest.

Information we collect about you

SPIN will use information collected about you to enable us to carry out our statutory functions and duties. These will include the following actions:

- To contact you with information concerning the SPIN Social Club, special events, holidays etc.
- To better understand you, help you, and keep you safe if you have a specific medical condition
- To update, consolidate and improve the accuracy of our records each year
- To undertake crime detection, prevention and law enforcement, by assisting police, public authorities, regulatory bodies and agencies to investigate or prevent crime and carry out law enforcement
- For data analysis, testing, research, statistical and survey purposes. (NB No names, addresses, telephone numbers or email addresses will be used – only age groups, interests and gender.)

Information we receive from other sources

The use of personal data is regulated by GDPR. Personal data is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under GDPR, SPIN must comply with this.

Depending on the types of information we receive or have to give out, SPIN may combine this information with the data you give to us and the data we collect about you for the purposes set out above – eg identifying age groups, interests, gender, when applying for grants.

SPIN will respect your privacy at all times with information we are not legally obliged to disclose. All disclosures and their uses will be fair and lawful. We will never give out names, addresses, telephone numbers or email addresses.

Any changes we may make to our privacy statement and policy in the future will be set out in the replacement version of this form, which can be viewed on our website www.spin-tamworth.co.uk, or at the SPIN Club on Wednesday evenings upon request.

Your right to know what information is held on you

You have the right to find out, free of charge, what information we hold on you, whether written or on the computer, and to correct any inaccurate data.

If you wish to see the information held on you, please submit your request in writing to either the Club Leader or the SPIN Secretary. Your data should then be available to you no longer than 2 weeks after receipt of your written request, unless SPIN is closed due to school holiday time, in which case, your data will be available to you on the second Wednesday evening after the holiday period has finished.

Your right to be 'forgotten'

You also have the right to be 'forgotten' – ie to refuse to give personal information about yourself to SPIN, or to ask for all or partial information already held to be permanently destroyed/deleted. Again, this is free of charge.

However, to be a SPIN member, or to work/volunteer for SPIN, we do need certain data for contact and safety purposes. If essential information was refused, regrettably we would be unable to accept you as a SPIN member, staff member or volunteer.

Please submit your request to be 'forgotten' in writing to either the SPIN Club Leader or the SPIN Secretary. You will receive notification that your details have been permanently destroyed/deleted within 2 weeks of having received your written request, unless SPIN is closed due to school holiday time, in which case, you will receive notification by the second Wednesday evening after the holiday period has finished.

Your right to complain

You have the right to complain to the ICO (Information Commissioner's Office) if you consider there is a problem with the way SPIN is handling your data.

Their address is Wycliffe House, Water Lane, Wilmslow, SK9 5AF. Their telephone number is 0303 123 1113.