

PRIVACY STATEMENT OF BUILDING FOR THE FUTURE

Introduction

Sometimes Building for the Future (the “charity”) may need to collect and use certain types of information about service users who come into contact with us in order to carry on our work and provision of services.

The charity is a "Data Controller", which means that we make the decisions about how your information is used and have a responsibility to keep it safe.

Your personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material. The charity complies with all data protection legislation when using this information, including the General Data Protection Regulations (GDPR).

Privacy Notice

This privacy notice tells you what to expect when the charity collects personal information. It applies to information we collect about:

- people who use our services, their families (including children) and households
- people who visit our premises or contact us through email, by telephone or in writing

Why do we collect or use this information?

We may collect information about you, your family (including children) and household when you use our services. We may also collect information if you contact us (by visiting our premises, through email, by telephone or in writing) or if you voluntarily complete surveys or provide feedback.

We will always use your information in accordance with the law and in compliance with the relevant data protection legislation.

Who might we share this information with?

We will never share any of your data or information with a third party without your express consent.

We do not transfer your data outside of the EEA / UK.

How long will we store your data?

The charity will store and keep your personal information only for as long as it is needed and it will be disposed of appropriately.

How do you know your personal data is secure?

The charity is committed to safeguarding your personal information by putting appropriate technical and other measures in place to ensure that your personal information is not accessed or used unlawfully and to protect against accidental loss, misuse or damage to your personal data.

You must ensure that any personal information you provide to us is accurate and update to date and let us know if your records should be updated or amended.

How can you access the data we hold on you?

All individuals have the right to access the information that the charity holds about them. If you wish to find out what personal information the charity holds about you this should be done by making a "subject access request". If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- let you have a copy of the information in the way you wish (electronically/paper etc).

All personal information will be provided to you within one month of receiving the request.

If you wish to make a subject access request please contact the chief executive of the charity.

Conclusion

The charity takes your privacy seriously and will only use your personal information to lawfully process your data.