



# Stockport CP Society



**PRIVACY STATEMENT**



## Summary

Stockport CP Society are a disability charity and work across Stockport, East Cheshire, High Peak, Urmston and District. We do not share information with any third parties and only collect the data a person consents to. We collect consent for marketing purposes for marketing set out in the consent form. We operate strict policies and have substantial IT measure. Consent can be withdrawn at any time.

## Legal & Privacy Policy

### Terms and Conditions for use of this site

All users of the Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society (herein after known as the Society) website are advised of the following terms and conditions of use.

The content and design of the website pages are subject to copyright owned by the Society or used under licence from third party copyright owners. You are welcome to print pages for your personal use but no part of this website may be reproduced or transmitted for any other purpose.

From time to time this Website may also include links to other websites. These links are provided in order to enhance the interest of other featured content and are not intended to signify that the Society endorses or otherwise has any responsibility for the content of the linked website. Your use of this website and any dispute arising out of its use is subject to the laws of England and Wales.

This website is made available for public viewing on the basis that the Society excludes to the maximum extent permitted by law all liability whatsoever for any loss or damage howsoever arising out of the use of this website or reliance upon the content of this website.

## Privacy Statement

### Your right to privacy

At this Society, we recognise the importance of protecting your personal information and we are committed to safeguarding your privacy.

Our privacy policy ensures we protect the trust you place in us when you provide us with your personal information.



Our privacy policy reflects the spirit and content of the 1998 Data Protection Act, the 2018 General Data Protection Regulation (GDPR) and any forthcoming UK specific Data Protection laws

Because we understand that our customers are concerned about privacy, we have instituted policies intended to ensure that their personal information is handled in a safe and responsible manner, using appropriate technologies and secure physical storage and treatment of the information.

As we continue to develop our web site and take advantage of technologies to improve the service we provide, it may be necessary to modify our policy. We therefore encourage you to refer to this policy on a regular basis so that you understand our current privacy policy.

This Statement applies to Customer Information only.

Any references to 'we', 'us' or 'our' in this Statement refer to Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society.

Any references to 'you' or 'your' refers to the customer for which Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society processes Customer Information.

## Definitions

### **Statement**

Statement means Online Privacy Statement. In this Statement, we explain how we collect, store, use, maintain and retain Customer Information.

We will process all Customer Data strictly on behalf of our customers in accordance with our contractual agreements with them and/or as required or permitted by law.

### **Customer Information**

Customer Information means Personal Data we collect from visitors to our websites, data we collect about our customers or prospective customers, vendors, service providers, professional advisers, consultants and other third parties in the course of doing business. We anticipate collecting personal data from supporters, volunteers, and donors and will ensure that our handling of their data is compliant with GDPR.

### **Customer Data**

Customer Data means Personal Data which our customers and/or their end-users input or upload into the customer portals or services provided to them by the Society. This does not include Customer Information collected directly by the Society for business activities such as marketing and fundraising.

All Customer Data is processed in accordance with the Privacy Statement published on our web site.



## Services Data

Services Data means the data that resides on the Society's customer or third party systems to which the Society is provided access to perform services, including servers, cloud environments, test environment, development and production environments, in order to perform any of the services, including but not limited to:

1. Service delivery to the people we are commissioned to provide care and support
2. Services indirectly to parents, carers or family members of the above people
3. Financial Services
4. Human Resources
5. Fundraising services
6. Marketing services
7. IT and Administrative operations

Our Data Protection Lead on behalf of the Society is our Data Processor in relation to Services Data and treats it in accordance with the terms of the contractual agreement with our customers.

## Personal Data

Under the EU's General Data Protection Regulation (GDPR) Personal Data is defined as:

*"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".*

## Data Processor

Under the EU's General Data Protection Regulation (GDPR) data processor is defined as:

*"Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller."*

## Data Controller

Under the EU's General Data Protection Regulation (GDPR) data processor is defined as:

*"Data controller" means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed."*



# Use and disclosure

## Data Processing Activities

### **How we use Customer Information?**

This privacy notice tells you how we will collect and use your Personal Data to provide you with information and advice about services that may be of interest to you, process any application for our services and administer and deliver the services we provide.

### **Why does Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society need to collect and store Customer Information?**

In order for us to provide you with updates, events, surveys, marketing information, and handling of support queries we need to collect Personal Data. We are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing or fundraising purposes the Society would contact you for additional consent regarding your contact preferences.

### **Will Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society share Customer Information with anyone else?**

We may pass your Personal Data on to third-party service providers contracted to the Society in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide to you on our behalf, such as server upkeep and maintenance, cloud storage, event check-in and monitoring. When they no longer need your data to fulfil this service, our expectation is that they will dispose of the details in line with their own procedures which will of course be GDPR compliant. If we wish to pass your sensitive Personal Data (as defined in the GDPR) onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### **How will Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society use the Personal Data it collects about me?**

The Society will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. The Society is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of Personal Data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### **Under what circumstances will Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society contact me?**



Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### **Can I find out the Personal Data that Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society holds about me?**

The Society, at your request, can confirm what information we hold about you and how it is processed. If the Society does hold Personal Data about you, you can request the following information:

- Contact details of the Data Protection Lead.
- The categories of Personal Data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.

You can also request the following from the Data Protection Lead:

- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Information Commissioners Office)
- Whether the provision of Personal Data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the Personal Data and the possible consequences of failing to provide such data.
- The source of Personal Data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

### **What forms of ID will I need to provide in order to access this?**

The Society will accept the following forms of ID when information on your Personal Data is requested:

Passport, driving license or birth certificate.



## Contact Details

If you have any questions or concerns regarding this Privacy Statement or if you need to access, update, change or remove Personal Data (Customer Information) that we control, please contact the Data Protection Officer at the Society:

### **Data Protection Lead**

**Stockport, East Cheshire, High Peak, Urmston and District Cerebral Palsy Society**

**Meridian House, Hazel Grove, Stockport, SK7 5BW**

**Email: [GDPR@stockportcp.co.uk](mailto:GDPR@stockportcp.co.uk)**

### **Disclaimer**

We reserve the right to change, modify, add or remove parts of this Statement. However, we would notify you of these changes by indicating the date on which the Statement was posted. When you visit our website, you are accepting the current version of this Statement posted at that time. We recommend that you visit this Statement occasionally in order to see the latest version.