**

**St Matthews Big Local (Leicester) Privacy Notice**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party unless you give us specific permission to do so.

**St Matthews Big Local (Leicester) Right to Process Information**

The General Data Protection Regulations (GDPR) enable SMBLL to process information where:

Processing is with consent of the data subject

Or

Processing is necessary for compliance with a legal obligation

Or

Processing is necessary for the performance of a task carried out in the public interest or where SMBLL has a legitimate interest

**Information Security**

SMBLL will ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

**Your Rights**

**Access to Information**

You have the right to request access to the information we hold about you. You can do this by contacting Simon Johnson at stmatthewsbiglocal@gmail.com

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Simon Johnson at stmatthewsbiglocal@gmail.com

**Information Deletion**

If you wish SMBLL to delete the information about you please contact Simon Johnson at stmatthewsbiglocal@gmail.com

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact Simon Johnson at stmatthewsbiglocal@gmail.com

**Rights Related to Automated Decision Making and Profiling**

SMBLL does not use automated decision making or profiling of individual personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to SMBLL by contacting Simon Johnson at stmatthewsbiglocal@gmail.com and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Agreed by Board of Trustees on Monday 10th February 2020

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SMBLL Chair

Next review date: February 2021