



# Sheffield Association for Spina Bifida and Hydrocephalus

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## Privacy and GDPR Policy

### Policy brief & purpose

We understand that your privacy is important and we will treat any personal information you provide us as confidential and this will only be used and recorded in accordance with the General Data Protection Regulation 2018 (GDPR). We promise to look after your personal information and we will not share any information about you to any other party.

### Scope

This Privacy Policy covers all personal information about you that we collect, use and otherwise process relating to your relationship with Sheffield Association for Spina Bifida and Hydrocephalus. By "Personal Information" we mean information about you where you are, or could be, identified, such as your name and contact details.

### Policy elements

#### Controller of Personal Information

Any personal information processed by us relating to this Privacy Policy is controlled by Sheffield Association for Spina Bifida and Hydrocephalus, which is considered the "data controller" under the General Data Protection Regulation 2018 (GDPR).

#### When do we collect personal information about you?

We collect personal information that you (beneficiaries) actively provide when:

- completing our members application form
- through our websites user stats
- through social media such as Facebook
- when you directly contact us
- When you attend one of our events and sessions
- When we attend an information event
- If you support us to fundraise
- If you Volunteer with us

#### What types of information do we collect?

We may collect and process the following information:

- name and nature of disability

- contact information such as email addresses and telephone numbers (including other family members)
- demographic information such as addresses and postcodes
- preferences and interests
- equality information for grant monitoring including: Gender, Disability, Ethnic background, Age, Religion or Belief, Sexual orientation, and Caring responsibilities.
- Photos and images

### **What do we use your personal information for?**

The information will be used to provide you with an excellent service and continually improve your experience of Sheffield Association for Spina Bifida and Hydrocephalus. We may use the information in the following ways:

- For internal record keeping
- To improve our services
- To communicate with you about our services.
- To send emails containing Newsletters about our events and services (where we have your permission to do so)
- To contact you for grant led projects (i.e. befriending project). We may contact you by email, phone, or mail. We may use the information to customise or update our website (inc Facebook).
- To monitor equality in our charity for Grant monitoring.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting Data Protection: Michelle Goddard, SHASBAH, BL10 57 Burton Street S62HH.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest

### **Who do we share your personal information with?**

We will not disclose your personal information to third parties unless we are obliged by law or we have your permission.

### **Where is your personal information stored?**

All personal information is kept in a locked cupboard at our offices at:

Sheffield Association for Spina Bifida and Hydrocephalus  
 SHASBAH  
 BL 10  
 57 Burton Street  
 Sheffield  
 S6 2HH  
[info@shasbah.co.uk](mailto:info@shasbah.co.uk)  
 0114 3665411

Our digital database of membership is kept safe as a password protected document by our admin staff.

All laptops are password protected and have up to date software and antivirus.

We keep your membership form details for one year after membership has been discontinued.

We hold your personal details on event/session registration forms for 3 years after the event.

Paper documents will be shredded. Electronic records will be removed in line with our cyber security policy.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at SHASBAH if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Sheffield Association for Spina Bifida and Hydrocephalus

SHASBAH

BL 10

57 Burton Street

Sheffield

S6 2HH

[info@shasbah.co.uk](mailto:info@shasbah.co.uk)

0114 3665411

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

### **How we look after the Privacy Policy**

We will keep this Privacy Policy under regular review (not less than every two years or when needed by a change in legislation).