



The Nidderdale Plus Partnership Company No 5331403; Registered charity number: 1163998

## **DATA PRIVACY NOTICE**

### **What This Privacy Notice Covers**

Nidderdale Plus is committed to protecting your personal information. In this notice, references to 'we' or 'us' means Nidderdale Plus. This notice explains how we collect and use the personal data about you.

### **What is Personal Data**

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **Who We Are**

Nidderdale Plus is a not for profit organisation running a Community Hub for Nidderdale. We are registered as a charity.

### **Information We Gather**

If you act as a volunteer, member or recipient of our services you will give us information. Information may include your name, date of birth, postal address, email address, phone number. We may also hold additional personal information to enable us to provide a more focused service.

### **How We Use Your Information**

We rely on legitimate interest basis to use your personal information which includes explicit consent. We may use your information for a number of purposes including the following:

- Compliance with legal, regulatory and corporate governance obligations and good practice
- To provide you with information about our work or our activities that you have agreed to receive
- Ensure we know how you prefer to be contacted
- Keep a record of your relationship with us.
- If you are a member of staff or a volunteer - For recruitment/selection, HR and payroll (if applicable), CPD, training and development, health, safety and welfare purposes and for the successful operation of the organisation.

We will use the information you give us to perform services you have requested such as

- Being a recipient of our services.
- To offer you information about any events, new initiatives in promoting Nidderdale or other related services.

## **Information Sharing and Disclosure**

We may share your information with third parties, for example North Yorkshire County Council and library services. We will not send any information abroad.

## **Users Under 18**

We will only use private data on persons under 18 with the explicit consent of a parent or guardian.

## **Keeping Your Records**

We will only keep your personal data for as long as it is necessary to maintain records and provide you with one or more of our services. In accordance with current legal requirements we retain data for a period of six years.

## **How We Store Your Information**

We store your information on paper records, online systems and in exchange of emails.

## **Your Rights**

You have the right to have any inaccuracies corrected, amended or deleted. If you request certain information that you have provided to be deleted this may prevent us from maintaining adequate records in order to provide a service to you or keep you informed of our activities.

You also have the right to request details of personal information we hold and in which case you must contact Nidderdale Plus. A charge may be made but will be communicated to you at the time of the request.

## **Enquiries and Contact Details**

Should you have any queries about personal data we hold please contact Debbie Grassam at Nidderdale Plus, Station Square, King Street, Pateley Bridge, HG3 5AT.

You can also contact the Information Commissioner's Office (ICO) at: <https://ico.org.uk/>

*Nidderdale Limited*: Company number: 09780213

is a wholly-owned subsidiary of The Nidderdale Plus Partnership