



## **LIGHTHOUSE Thame and Villages**

### **PRIVACY NOTICE**

This privacy notice explains how we use any personal information we collect about you.

#### **Definitions**

Throughout this policy, the term 'Lighthouse' shall be taken to mean, Lighthouse Thame and Villages, Registered Charity No. 1179483.

#### **What information do you collect about me?**

##### **a) Volunteers**

We collect information about you when you volunteer with us that includes your date of birth, address details and telephone number, your DBS details (if you have them), referee details. along with answers to questions including whether you have any health problem(s) which might affect your work with children or young people.

##### **b) Parents and children**

We collect information about you when you register a child for a place at Lighthouse that includes your address details and the date of birth, health and additional needs information of your children.

#### **How do you use the information about me?**

##### **a) Volunteers**

We collect appropriate information about you to process your application and share it appropriately and securely with those responsible for delivering Lighthouse. If you are over 16 we are legally required to put your name forward for the standard DBS check. We will keep you updated with relevant information for your place on the team, such as your role and any training dates relevant to running Lighthouse, only contacting you where we have a legitimate interest to do so. If you agree, we can also keep you up to date with other Lighthouse related information and about events run by other local Christian organisations.

Lighthouse retains all data collected about volunteers for a period of two years from the time it is first given. This time-period is renewed when a volunteer registers again for Lighthouse. The data for volunteers is used each spring to contact those who have volunteered in previous years. At this point volunteers shall have the choice to register again for Lighthouse, ask for their data to be kept on file and for them to be contacted the following spring, or for their data to be deleted. After the two-year period, your details are removed from the current admin system, although we have to keep your information stored securely for at least 50 years for our Insurance purposes.

Lighthouse will not share your information for marketing purposes with anyone else without your specific consent. Lighthouse will only share your information if obliged by law.

You have a right at any time to stop us from contacting you. If you no longer wish to be contacted by Lighthouse, please unsubscribe from our emails or contact us by email: [communications@lighthousethame.org.uk](mailto:communications@lighthousethame.org.uk)

#### b) Parents and children

We collect information about you and your child to process your application, to keep you updated with relevant information such as where to collect tickets for your child. We will only do this where we have a legitimate interest in doing so. If you agree, we also offer to keep you up to date with other Lighthouse activities and Church related activities in the local area that we think may be of interest to you.

Confidential information shall be seen only by Lighthouse Trustees and other individuals nominated by them (including admin staff and volunteer co-ordinators). In all other cases data is only shared on a strict need-to-know basis.

Lighthouse retains all data collected about children for a period of two years from the time it is first given. This time period is renewed when a child is registered again for Lighthouse. After the two year period details are removed from the current admin system, although by law we have to keep your information stored securely for at least 50 years for Insurance purposes. We keep secure the data of any children whose images must not be used.

Lighthouse will not share your information for marketing purposes with anyone else without your specific consent. Lighthouse will only share your information if obliged by law.

You have a right at any time to stop us from contacting you. If you no longer wish to be contacted by Lighthouse, please unsubscribe from our emails or email: [communications@lighthousethame.org.uk](mailto:communications@lighthousethame.org.uk)

#### **How long are my records kept and are they safe?**

Lighthouse complies with its obligations under the GDPR by keeping personal data up to date, by storing and destroying it securely and by not collecting or retaining excessive amounts of data. We protect your personal data from loss, misuse, unauthorised access and disclosure, ensuring appropriate technical measures are in place to protect it. We keep data for no longer than is necessary to comply with our legal obligations.

We may need to share limited information with our service providers for example those who help us send out communications, process donations, and for DBS. However, we will not allow these organisations to use your data for their own purposes and will take care to ensure that they keep your data secure and that your privacy is respected.

#### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you or your child. If you would like a copy of some or all of your personal information, please contact us by email: [communications@lighthousethame.org.uk](mailto:communications@lighthousethame.org.uk) or write to us at the following address marked *Urgent* to

Data Protection Officer, Lighthouse Thame and Villages, Thame Barns Centre, Church Road, Thame OX9 3AJ

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. We will action any such request within one month.

You have the right to complain to the Information Commissioner's Office (ICO) which enforces data protection laws at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### **Changes to our data protection policy/privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 2<sup>nd</sup> May 2018.

### **Any questions?**

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data. Please contact us if you have any questions that haven't been covered, contact us by email: [communications@lighthousehame.org.uk](mailto:communications@lighthousehame.org.uk) or write to us at

Data Protection Officer, Lighthouse Thame and Villages, Thame Barns Centre, Church Road, Thame, OX9 3AJ