



Northants Parkinson's People Privacy Policy.

This privacy policy explains how and why we use your personal information. This means you stay informed and allows us to use your data fairly and lawfully.

We will update this privacy policy page to show you all the things we do with your personal data.

This privacy policy applies if you are a supporter of Northants Parkinson's People (such as a member or volunteer) or if you use any of our services, visit our website, email, call or write to us.

WHO WE ARE Whenever you see the words 'we', 'us', 'our', 'the charity' or 'NPP', it refers to the Northants Parkinson's People.

Northants Parkinson's People is registered in England as a charitable incorporated organisation. Registered office: 31 Winston Close, Nether Hayford, Northamptonshire NN7 3JX

If you have any questions in relation to this privacy policy or how we use your personal data they should be sent to:

Email: enquiries@northantsparkinsonspeople.uk

Written inquiries: The Secretary. 31 Winston Close, Nether Hayford, Northamptonshire NN7 3JX

While it may be helpful to contact us in the first instance, you can also lodge a complaint with the Information Commissioner's Office, which is the supervisory authority for data protection matters in the UK. Contact details are available on the Information Commissioner's Office website.

This is a list of the rights that all individuals have under the General Data Protection Regulation (GDPR). They don't apply in all circumstances. If you wish to use any of them, we will help you as much as possible.

You have a right to:

- access your information. This is called a Subject Access Request. Whether you are requesting information about yourself or on behalf of someone else.
- correct any information that we hold about you
- erase any of your information that we no longer have a right to hold about you
- access a machine readable version of your data, although there are some conditions
- ask us to stop doing anything with your data unless we must by law or a contract
- stop any automated decision making. This is where a computer makes a decision about you. It should be noted that we do not do this

To exercise any of these rights please contact our data protection officer:

Email: enquiries@northantsparkinsonspeople.uk

Written inquiries: The Secretary. 31 Winston Close, Nether Hayford, Northamptonshire NN7 3JX

Privacy policy: June 2020

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WHAT PERSONAL DATA DO WE COLLECT?

Personal data you give us may include name, title, address, date of birth, age, gender, email address, telephone numbers, personal description, photographs and video's. We will only collect the personal data that we need and only with your permission.

We process personal information to enable us to:

- provide a voluntary service for the benefit of the Northamptonshire public as specified in our constitution
- administer membership records
- fundraise and promote the interests of the charity
- maintain our own accounts and records.

You can give us your personal data by filling in forms on our website, registering to use our website, participating in discussion boards or by corresponding with us (by phone, email or by joining as a member, supporter or volunteer).

Special categories of personal data includes health information, race, religious beliefs, genetic and biometric data and political opinions.

Sometimes we will ask to collect special categories of personal data – for example whether you are living with the condition yourself, or perhaps you have a relative with the condition. You do not have to provide this information if you do not wish to do so.

We hold this information securely so that we can tailor our communications to you – including information and support services and fundraising materials. We only collect this information with your explicit consent.

SUPPORTERS

For supporters that make financial donations, we record information that enables us to process your donations, such as name, contact details and financial details. We collect this with your consent. Where you choose to use Gift Aid, we will share your details with HMRC in line with our legal obligations.

If we use third parties to process payments, such as PayPal. In such cases, your data is managed by these companies in line with their privacy policies.

If you are donating or participating in an event through a third party website, such as JustGiving, that website's privacy policy will apply. We receive your details only if you consent for these to be passed on to us and we use the data in line with your consent.

Where you attend an event or participate in an activity that we are running directly, we will collect - with your consent - a wide range of data, from name and contact details, to dietary preferences (where the event is catered), some of which may reveal health conditions or religious beliefs.

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Where you are leaving us a legacy, we will capture - with your consent - information about your bequest. Sometimes we are legally obliged to share this information with other beneficiaries.

MEMBERS

Because members cannot be under 18, we collect name and contact details plus a date of birth to comply with our constitution. Your data may be shared internally and with local groups, with your permission to ensure that you can attend meetings and are supported.

SERVICE USERS

When you call the helpline, or one of our volunteers we collect - with your consent - only that data that you are happy to give us, in order to provide advice, guidance, or to receive feedback and comments. Some of this information will be health information, which is special category data.

If you would like us to provide any services to you, we will ask for some information about your circumstances to help us to support you. We will only collect this with your consent. You should only provide that information that you would like to. You will be given more information at the point at which we collect the information.

Where you have said that you want to receive more information from us to give you ongoing support, we may merge information from the helpline, volunteers, referral forms and other places where you have given us your information with your consent. This helps us to build a picture of your needs and to provide you with the best support. We do not use this information for anything else.

HOW WE MAKE SURE IT IS LEGAL TO PROCESS DATA

We rely on the following legal bases to use your personal data.

WHERE IT IS NEEDED TO FULFIL OUR CONTRACTUAL OBLIGATIONS

The data processed to meet contractual responsibilities includes, but is not limited to, data relating to employment records: payroll, bank account, postal address, sick pay; leave, maternity pay, pension and emergency contacts.

WHERE IT IS IN OUR LEGITIMATE INTERESTS TO DO SO

To continue processing personal data on an individual who has exercised their right to erasure/to be forgotten. We will need to keep basic data to identify that individual and retain it solely for suppression purposes to prevent further unwanted processing.

To follow guidance and recommended best practice of government and regulatory bodies.

For management and audit of our business operations including accounting.

To carry out monitoring and to keep records of our communications with you and our staff (see below).

To administer our good governance requirements, such as internal reporting and compliance obligations or administration required for AGM processes.

For direct marketing communications by post.

For some of our profiling to determine the effectiveness of promotional campaigns and advertising.

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TO COMPLY WITH OUR LEGAL OBLIGATIONS

The data processed to meet statutory responsibilities includes, but is not limited to, data relating to: tax and money laundering.

WITH YOUR CONSENT OR EXPLICIT CONSENT

For some direct marketing communications including those by email and SMS.

For some of our profiling and other automated decision making.

For some of our processing of special categories of personal data such as about your health.

DISCLOSURE OF PERSONAL DATA TO OTHER BODIES

We only send data to other organisations for them to make decisions about how to use it if we have a legal duty to do so.

For example, where you make a donation and use Gift Aid, by law we must send the information to Her Majesty's Revenue and Customs.

HOW WE SECURE YOUR DATA

We operate a process for assessing, managing and protecting new and existing systems which ensures that they are up to date and secure against the cyber security threats.

Our Data Protection Impact Assessments consider security in detail.

Our staff complete mandatory data protection training upon employment and annually thereafter to reinforce responsibilities and requirements set out in our data protection policies, such as those on handling data securely and setting secure passwords.

DISCLOSING AND SHARING INFORMATION

If we allow third parties acting on behalf of Northants Parkinson's People to access to your information, we will always have complete control of what they see, how long they see it for and what they are allowed to do with it. We do not sell or share your personal information for other organisations to use.

We may also disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or cookie policy and other agreements, or to protect the rights, property, or safety of The Charity, our members and supporters. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION FOR?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- for as long as we have reasonable business needs, such as managing our relationship with you and managing our operations
- for as long as we provide services to you
- retention periods in line with legal and regulatory requirements or guidance

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Changes to this privacy policy

We'll amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal information and new legal requirements. If you have any questions, please contact the data protection officer:

Email: enquiries@northantsparkinsonspeople.uk

Written inquiries: The Secretary, 31 Winston Close, Nether Hayford, Northamptonshire NN7 3JX

Tel (01327) 612333

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