

DATA PRIVACY NOTICE

East Suffolk Association for the Blind (ESAB)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

East Suffolk Association for the Blind is a local charity that provides support services to visually impaired people in East Suffolk with the goal of enabling them to lead active fulfilling and independent lives. It is managed by a Board of Trustees who are responsible for deciding how your personal data is processed and for what purposes. The data controller is:

East Suffolk Association for the Blind
The Old Station
Little Bealings
Woodbridge
Suffolk IP13 6LT

3. How do we collect information from you?

We obtain information from you when our Community Workers or Administration team have contact with you either over the phone, through a home visit or at a District Social meeting.

4. What type of information is collected from you?

The personal information we collect might include your name, address, phone number and email address, date of birth, eye condition and services provided to you by ESAB. We may also hold details of your carer or family contact details if you wish us to do so.

5. How do we use personal data?

ESAB complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of all visually impaired people in East Suffolk who seek our support
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To send you bi-annual newsletters, invitations to attend local exhibitions or to promote other local events arranged for the visually impaired and to send out an annual appeal for fund raising;

6. What is the legal basis for processing your personal data?

- Explicit consent by the data subject so that we can keep you informed about news, exhibitions, events, activities and services and process your gift aid donations;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out in the course of ESAB's legitimate activities with appropriate safeguards; the processing of special category data (health based) relates solely to the

members or to former members of ESAB or to persons who have regular contact with it in connection with its purposes, and that the personal data will not be disclosed outside ESAB without the consent of the data subjects.

7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used by the employees of ESAB in order to provide its support services to all of its registered members. We will only share your data with third parties outside of ESAB with your explicit prior consent.

8. How long do we keep your personal data¹?

Specifically, we retain personal data indefinitely until and if you request that your details be removed from our systems.

Gift aid declarations and associated paperwork will be retained for up to 6 years after the calendar year to which they relate.

9. Your rights relating to your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which ESAB holds about you;
- The right to request that ESAB corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for ESAB to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact:

The Administrator
East Suffolk Association for the Blind
The Old Station
Little Bealings
Woodbridge IP13 6LT

Tel: 01473 611011 Email: info@esab.org.uk

The GDPR is overseen and administered within the UK by the Information Commissioners Office. The Information Commissioners Office can be contacted on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.
