

# Transparency Notice for Shoreditch Trust

## 1. Who are we?

- 1.1. Shoreditch Trust is a registered charity with number 1086812 and a Company limited by guarantee with Company Number 03894363. Our registered address is 12 Orsman Road, London N1 5QJ.
- 1.2. The best way to contact us is by email at [dataprotection@shoreditchtrust.org.uk](mailto:dataprotection@shoreditchtrust.org.uk)
- 1.3. Shoreditch Trust runs many programmes, including Blue Marble Training, Bump Buddies, Food for Life, Community Connections, The Stroke Project and Peace of Mind.

## 2. What is the purpose of this document?

- 2.1. At Shoreditch Trust, we are committed to protecting and respecting your privacy. We only collect the information that we need and we only use it and share it as is necessary to provide our services.
- 2.2. To participate in many of our projects it is necessary for us to collect some personal data about you. In this document we explain what data we collect and why. If we do not collect and use this data, we are unable to provide you with the services we offer.
- 2.3. It is also necessary for us to collect some sensitive personal data about you, also explained below.
- 2.4. This notice sets out the legal basis on which we collect any personal data about you, or that you may provide to us as a participant of one of our projects, and how we will use that data.
- 2.5. Please read this transparency notice carefully to understand what we do with your personal information and what rights you have in relation to our activities.

## 3. Information we collect from you and about you and how we use it

### 3.1. Personal Data we collect may include:

- Your name, address and contact details
- Emergency contact details
- Your age, gender and ward of residence
- Your preferred language and any support you need with written documents
- Your housing status
- Your employment status, marital status and benefits entitlements
- Information about your satisfaction with the programme

## 4. Why we collect this data

### 4.1. We collect this data for many purposes:

- So we can contact you
- To ensure we are working together in a way that is safe for everyone
- So we can assist you with forms and make sure you can access information
- So we can make sure you get the correct support
- To assess the effectiveness of the support provided and monitor and report on programme performance

## **5. The legal justification for collecting this data**

5.1. It is justified as it is in our legitimate interests as a service provider to collect this data to enable us to provide our services to you.

## **6. Sensitive Personal Data we collect**

6.1. Some of our projects may also need to collect sensitive personal data such as:

- Details about changes to your health and wellbeing
- Details of any children or babies you have or look after
- Your ethnicity, religion, any disabilities
- Your immigration status
- Information about your interaction with social care services
- Information about any convictions or court orders that affect you
- Information about your health and any risks that you might face
- Information about your engagement with social services

## **7. Why we collect this data**

7.1. We collect this data for many purposes, for example:

- To tailor our services and provide support to you
- To ensure we are working together in a way that is safe for everyone
- So we can make sure you get the correct support
- To assess the effectiveness of the information/referrals provided and monitor programme performance

## **8. The legal justification for collecting this data**

8.1. It is necessary for our legitimate interest of providing our services to you and for evidencing delivery of this project

8.2. We rely on the additional special category condition of providing health and social care services to process this information

## **9. Sharing your information**

9.1. We may share your information with third parties, as part of your support and care, for example:

- health and social care organisations,
- housing services,
- immigration charities,
- translators/interpreters,
- our lawyers and professional advisors,
- our insurers if there is a claim and to make sure we have adequate insurance cover.

9.2. If you have any questions or object to our sharing your personal data with a specific organisation please contact us at [dataprotection@shoreditchtrust.org.uk](mailto:dataprotection@shoreditchtrust.org.uk)

## **10. How to inform us of changes to your personal details**

- 10.1. We want to be sure that the personal information we hold about you is accurate and current. To change any of your details, please contact a staff member by calling 020 7033 8500 or by email on [info@shoreditchtrust.org.uk](mailto:info@shoreditchtrust.org.uk)

## **11. Change of purpose**

- 11.1. We only use your personal information for the purposes for which we collect it, unless we think that we need to use it for another purpose that fits with the original one. If we want to use your personal information for a different purpose, we will tell you and we will either ask for your permission or we will explain the legal reason which allows us to do so.

## **12. Where will we store your personal information?**

- 12.1. All personal data that you share with us, or which is shared with us on your behalf, will be held on secure servers based within the European Economic Area (EEA).

## **13. Data security**

- 13.1. We have in place appropriate security measures to prevent your personal data from being accidentally lost or accessed in an unauthorised way. We have in place procedures to deal with data breaches. We will notify you and any applicable regulator of a breach where we are legally required to do so.

## **14. How long will we keep your personal information for?**

- 14.1. We will keep your personal information in our databases for up to six years after your last interaction with us.
- 14.2. If we collect sensitive personal data about children or vulnerable persons we will keep that information in a secure archive database for up to 50 years after your last interaction with us, as required by our insurers.

## **15. Your rights**

- 15.1. You have the following rights:
- to be told what we are doing with your personal information. We do this by providing you with this transparency notice
  - to correct or update the personal information we hold about you
  - to object to or restrict the processing of your personal information
  - to request a copy of the personal information we hold about you
  - to ask us to delete the information that we hold about you where there is no good reason for us continuing to process it
- 15.2. You can complain to the UK data protection regulator, the Information Commissioner's Office, if you are unhappy with how we use your personal data. You can do this at <https://ico.org.uk/concerns> or 0303 123 1113.
- 15.3. Contact us straight away if you consider that we are not handling your personal information properly so we can try and sort the problem out.
- 15.4. If you want to exercise any of your rights, please contact [dataprotection@shoreditchtrust.org.uk](mailto:dataprotection@shoreditchtrust.org.uk). We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).