

## **Tyneside Welcomes Privacy Statement and Consent**

V2.0 (Current), 25 July 2021  
Next review 22 June 2022

Tyneside Welcomes takes your privacy very seriously. This Privacy Statement explains why we collect information about you and what we do with it when we are finished. If you have any questions or concerns please contact our Secretary who will put you in contact with the appropriate Data Controller:

Tyneside Welcomes Secretary  
Address: 31 Lyndhurst Road, Benton, Newcastle upon Tyne NE12 9NT  
Phone number: 0191 2663034 or 07711022627  
E-mail address: [lindsayb222@gmail.com](mailto:lindsayb222@gmail.com) or [tynesidewelcomes@gmail.com](mailto:tynesidewelcomes@gmail.com)

Your involvement in Tyneside Welcomes means that we need to keep some information about you. This is to ensure that we can undertake the activities which we have set ourselves up for.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data is held confidentially. We will ask you to give us permission to collect your information. We do this by asking you to sign the consent at the end of this policy.

Tyneside Welcomes (TW) handles personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the UK Data Protection Act 2018 and, for sensitive personal information, the UK Home Office. We recognise the importance of correct and lawful management of that information. The personal data you provide will only be used for TW business.

We will keep your records for two years after your involvement with us ceases. We will then shred your paper records and electronically destroy your computerised records. If, for some reason, we wish to keep your records longer we will contact you for your permission.

### **Your Rights under Data Protection legislation**

As a Data Subject (someone about whom we keep information) you have a number of rights which include the right to:

- Access the personal data TW holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress.
- Prevent unsolicited marketing.
- Prevent automated decision-making.

TW wishes to ensure that your personal data remains accurate. To assist us with this you should notify us of any changes to information we hold about you. If you become aware of any inaccuracies in the data we hold please inform us as soon as possible so it can be amended accordingly.

**Your Right to Access Personal Data**

As a Data Subject you have a right to request a copy of the information TW holds about you. This is known as a ‘Subject Access Request’ (SAR). SARs should be made in writing, if possible, to the Secretary at the address given above<sup>1</sup>.

**Complaints**

If you have any concerns or complaints you should contact our Secretary as soon as possible. The address is given above. If you are unhappy with our response you may be able to ask the Information Commissioner’s Office to intervene. You can contact them by:

Visiting their website at [www.ico.org.uk](http://www.ico.org.uk)  
Calling their helpline on 0303 123 1113  
or send an e-mail to [casework@ico.org.uk](mailto:casework@ico.org.uk)

**The Types of Information that We Hold about You**

There are five types of information which we may hold about people: contact information, financial information, DBS (Disclosure and Barring Service) information, health and social care information and character references. We have indicated below which information we hold about you as an individual (Ticked as Appropriate)

<input type="radio"/> Contact Information: Name, address, telephone, email <input type="radio"/> Financial Information: Bank account name, account number, sort code <input type="radio"/> DBS (Disclosure and Barring Service): Name, DBS identifier, comments from the DBS <input type="radio"/> Health and Social Care information: Contact information (see above), medical problems and history, recent treatments and procedures, special needs (mobility, educational etc.) <input type="radio"/> Character references: Contact information about Data Subject and Referee (see above). Information about the Data Subject’s character <input type="radio"/> Complaints: Complainant contact details and the substance of the complaint
---

**Consent**

By signing and dating this document I consent to Tyneside Welcomes holding data about me in accordance with the General Data Protection Regulation, the rules set out in this Privacy Statement and the Tyneside Welcomes Data Protection Policy.

Name (print): .....

Signature: .....

\_\_\_\_\_

<sup>1</sup> There is usually no charge for this information. However, TW reserves the right to charge in accordance with a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive. For more information on your rights please visit the Information Commissioner’s website: [www.ico.org.uk](http://www.ico.org.uk).

Date: .....