

## **Bridgend County Care and Repair**

### **PRIVACY NOTICE FOR CLIENTS, VOLUNTEERS, TRUSTEES AND CONTRACTORS**

#### **Your personal data - what is it?**

Personal data means any data which identifies a living person. Processing personal data, (collecting, storing, using, altering, sharing or destroying personal information) is governed by the General Data Protection Regulation (known as GDPR).

#### **Who are we?**

Bridgend County Care and Repair is the data controller. This means it decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

Bridgend County Care & Repair complies with its obligations under 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 your personal data for the following purposes: -**

- To deliver the services you have requested from us
- To monitor and report on the quality of the services provided to individuals
- To fulfil the reporting requirements of our project funders
- To evaluate the impact of our services to individuals
- For audit and verification purposes.

#### **What is the legal basis for processing your personal data?**

Processing is necessary for the performance of a contract or agreement that we have with you to deliver a service, or to take steps to enter into a contract with you.

Processing is also necessary for the legitimate interests of **Bridgend County Care and Repair**, so that we can monitor and evaluate our services.

#### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with the following:

- Third parties acting on your behalf who are helping us to deliver the service
- Third parties acting on your behalf who are helping us to evaluate the service
- Funders who have paid for the service
- Third parties are contractually required to protect your data and comply with GDPR.

Bridgend County Care and Repair will never pass on your information to another organisation for them to market directly to you.

### **How long do we keep your personal data?**

Your data is kept no longer than necessary in case of complaints, legal claims or auditing queries. Some project funders may have specific retention dates, for more details of these please contact us using the details below.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Bridgend County Care and Repair holds about you
- The right to request that Bridgend County Care and Repair 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 Bridgend County Care and Repair to retain such data
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office

### **Automated Decision Making**

We do not carry out automated decision making with your personal data.

### **Contact Details**

Bridgend County Care and Repair, Suites 1,2,&4, Avon Court, Cowbridge Road, Bridgend, CF31 3SR.

Tel no: 01656 641090 or email [enquiries@bridgendcareandrepair.co.uk](mailto:enquiries@bridgendcareandrepair.co.uk)