

The Intact Centre – Privacy Notice

The data we collect Contact details – names, addresses, telephone numbers, email addresses	How we use it To contact you in relation to particular enquiries, to alert you when sessions are cancelled, to contact you when you have won a competition, to identify where our clients come from for funding purposes, to fulfil a business contract with you	We pledge to: <ul style="list-style-type: none"> • Keep your data private and secure • Not sell your data to third parties • Delete or destroy data after it has fulfilled the purpose for which it was collected, and is no longer legally required • Only hold your data when we have a contract with you, a legal duty, or a legitimate business need
Personal details – date of birth, gender, ethnicity, sexual orientation, religion	To provide demographic information to our funders; this information is anonymised and your personal details will not be passed on; without it we may not be able to offer you the full range of services, as it is needed for funding purposes	Who we share your data with: <ul style="list-style-type: none"> • Our funders (this is needed to secure the money necessary to run our activities and is usually anonymised) • Organisations connected with the running of our IT and network systems. All third parties are required to take appropriate measures to protect personal information in line with our policies • Bodies we have a joint venture or agreement to cooperate with • HMRC and other government bodies (Intact employees only) • Internally with staff and volunteers when it is necessary for the performance of their duties
Personal stories and quotes	To give as examples to funders; these will be taken with your consent	
Photographs	For publicity and for use in funding bids, again with your consent	
CCTV	For security or legal purposes	
Activities in the centre	For funding purposes	
Financial data	For payment of services	
How we keep your data secure <ul style="list-style-type: none"> • Written documents are kept in locked cabinets and secure rooms • Electronic documents are kept on password-protected network systems • Discarded data is deleted or shredded • You will be alerted to suspected data breaches, and we will follow procedures to try to minimise any harm 	Your legal rights You have the right to see your personal records, to ask for inaccurate data to be corrected, and for all your personal data to be completely removed from our records, subject to the following rules: <ul style="list-style-type: none"> • You will need to provide ID that you are the person whose data you are requesting to see, amend or remove • There is no charge for accessing your personal information unless we feel that the request is unfounded and excessive • We will be unable to amend or remove your data if there are legal reasons why we cannot • You have the right to complain to the Information Commissioner if you feel that we have not complied with your data protection rights 	
For any queries, please contact Matthew Beck at Tel: 01772 760760 or email matthew.beck@intact-preston.org.uk		