



**Methodist Asylum Project, Middlesbrough**

# **General Data Protection Regulation 2018**

## **Privacy Statement**

# Privacy Statement

This privacy statement sets out the way we process your personal information and to make sure you are aware of how we use your data in relation to MAP. We will always refer to this statement when we ask you for your consent and we'll keep this updated so that you can be confident when sharing your information with us, that it will be only used for what we describe here.

MAP is the operating name of the Methodist Asylum Project, Middlesbrough of 54 Borough Road, Middlesbrough, TS1 2JH

MAP is the 'data controller' of your personal data and is subject to the Data Protection Act 1998 (DPA) and, when it takes effect on 25 May 2018, the General Data Protection Regulation (GDPR).

MAP is a Charitable Incorporated Organisation - Registered Charity No. 1167625

## How we collect your information

We may collect your personal information in a few limited ways, namely:

- Directly from you, when you fill in a registration form or attend a MAP event
- When you make enquiries on our Website,
- When you make a donation
- If you are an employee, volunteer or Board Member

## The types of information we collect

We may collect the following types of personal data about you ( and your family members, where relevant ) :

- Contact and communications information, including your contact details, email address, telephone number and postal address and records of communications and interactions we have had with you;
- Certain other information which you volunteer when making use of our services (for example, when making use of advisory services or attending MAP events,

## How we use personal information

Personal information provided to us will be used for the purposes outlined at the time of collection or application in accordance with the preferences you express.

Personal data collected and processed by us may be used for the following purposes:

- Administration of MAP
- Informing you about events
- Research and statistical analysis;
- Communication about our work, membership, and other activities that we think may be of interest to you;
- Administration of donations and legacies;

- Where this is necessary for our legitimate interests (meaning our interests in supporting and growing the work of MAP)

## **Sharing your information with others**

We do not sell or share your personal information for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following groups where necessary under strict obligations of confidentiality:

- Our Accountants for the purposes of administering employee salaries and expenses
- Our Partners for shared projects eg Ariadne

When we allow such third parties access to your information, we will always have complete control of what they see, what they are allowed to do with it and how long they can use it.

## **How long your information is kept**

We hold your information only as long as necessary for each purpose we use it. For most contact data, this means we retain it for so long as you have a valid MAP interaction with us and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

## **Your rights**

You have the right to ask us, in writing, for a copy of all the personal data held about you. This is known as a 'subject access request'. A copy will be sent to you as soon as possible and this will be no later than one month after your request.

If you would like to access your personal data held by us, please apply in writing to :

MAP - Subject Access Request, 54 Borough Road, Middlesbrough, TS1 2JH

Under the DPA, you also have the following rights:

- To require us not to send you marketing communications;
- To require that we cease processing your personal data if the processing is causing you damage or distress.

Once the GDPR takes effect on 25 May 2018, you will also have the following additional rights:

- To require us to correct the personal data we hold about you if it is inaccurate;
- To request that we erase your personal data;

- To request that we restrict our data processing activities ( and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal );
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller; and
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply: for example, if we can show our processing is necessary for a lawful purpose set out in this Privacy Statement.

### **Updating and amending your personal information**

We will always try to keep your data as up-to-date as possible. If, at any time, you want to update or amend your personal data or preferences then you can do so by contacting our Manager on:

Email: [mapmbro@gmail.com](mailto:mapmbro@gmail.com)

Post: Methodist Asylum Project, Middlesbrough, 54 Borough Road, Middlesbrough, TS1 2JH

The verification, updating or amendment of personal data will take place within 28 days of receipt of your request.

### **Contact and complaints**

If you have any queries about this Privacy Statement or how we process your personal information, or if you wish to exercise any of your rights under the applicable law, you may contact the Chair of the Board of Trustees: Pat Martin by email: [mapmbro@gmail.com](mailto:mapmbro@gmail.com)

or by post: MAP, 54 Borough Road, Middlesbrough, TS1 2JH

If you are not satisfied with how we are processing your personal information, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection legislation from the information Commissioners Office website available at [www.ico.org.uk](http://www.ico.org.uk)

This document was written on 15 May 2018 and will be reviewed when necessary.