

# St. Anthony Community Association Privacy Policy

## Our contact details

Name:

St Anthony Community Association

Address:

St Anthony of Padua Community Centre

Welbeck Road

Walker

Newcastle upon Tyne

NE6 3BT

Phone Number:

0191 234 5775

E-mail:

[admin@anthonycareservices.org.uk](mailto:admin@anthonycareservices.org.uk)

## Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## **The type of personal information we collect**

We currently collect and process the following information provided to us via your job or volunteer application:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Employment history and qualifications
- Information about your race or ethnicity, religious beliefs, sexual orientation
- Information about your health, including any medical conditions
- Information about criminal convictions and offences
- Any other information you provide to us via your application

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Retention of information provided in job and volunteer application forms

We use the information that you have given us in order to make judgements on employment and volunteer positions.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [admin@anthonycareservices.org.uk](mailto:admin@anthonycareservices.org.uk)**

## **How we store your personal information**

Your information is securely stored.

We keep employment and volunteer applications. We will then dispose your information by removing your application from our system and all backups.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@anthonycareservices.org.uk](mailto:admin@anthonycareservices.org.uk) or 0191 234 5775 if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [admin@anthonycareservices.org.uk](mailto:admin@anthonycareservices.org.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>