
Privacy Policy (Notice)

1. Introduction

This is the Privacy Policy of Independence Project Ltd. Independence Project takes its responsibilities regarding the confidentiality of your personal information very seriously, and is committed to protecting your privacy. At all times we aim to respect any personal information you share with us, or that we receive from others, and to keep it safe.

2. Data Controller

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to law. For the purposes of the Data Protection Act 2018 ('Act') and General Data Protection Regulation 2018 ('GDPR') Independence Project is the Data Controller.

3. Information about you

We may ask you to supply personal information for a variety of reasons - for example to register as a service user, when you enquire about the company and our services, when seeking employment or becoming a volunteer.

Information may be collected through a range of contact methods – for example by telephone, email, letter, an application or registration form, during face to face contact, or via our website.

Personal information collected and stored may include names, school attended, date of birth, addresses, phone numbers, e-mail addresses, name of parent or carer – and their contact details. Special categories of sensitive data may include information related to racial or ethnic origin, health, disability and education.

4. Our use of this information

Beneficiaries:

The personal and sensitive information you have provided will be held by the company for the sole purpose of processing your requests, providing you with information and support across our range of services, providing information which we think you may be interested in, and keeping you up to date with our activities and progress.



We may also contact you to ask for comment on our services, or about our proposals to change and improve our services.

In line with GDPR requirements we are required to inform you of the lawful basis for using your personal data, including children's data. Processing is carried out in the course of **legitimate interest** purposes so that Independence Project can carry out its work and pursuing our aims and mission – Enabling people with additional needs to achieve independence.

GDPR allows us to collect and use your personal information if it is reasonably necessary to achieve our legitimate interests (as long as that use is fair, balanced and does not unduly impact your rights).

When we use your personal information to achieve such legitimate interests, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by the impact on you, for example where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted by law).

Information held may also be used for monitoring, analytical or statistical purposes. Personal data will always be anonymised unless we have explicit consent from the data owner.

Supporters:

If you have given your consent we may communicate with you, as appropriate, via email, post or telephone about our services and activities.

Other purposes:

If required to do so by law.

Where necessary for the performance of a contract to which you are a party, or to take steps at your request prior to entering a contract.

5. Data sharing



www.independenceproject.co.uk



info@independenceproject.co.uk



07880 645273

Company number 03336523 Registered in England and Wales

Page | 2

We will not share any personal information unless we have your explicit consent, or are required by law to do so.

6. Security

We are committed to ensuring that your information is secure. We have appropriate and proportionate security policies, organisational and technical measures in place to help protect your personal information.

Your personal information is only accessible by appropriately trained staff and volunteers. In order to prevent unauthorised access or disclosure, we use encrypted cloud data base, electronic systems and managerial procedures to safeguard and secure the information we collect.

7. Data retention

Data will be retained in line with Independence Projects Data Retention & Destruction Policy, a copy of which can be obtained on request.

8. Withdrawing consent

Where we rely on your consent to use or share your personal information, you may withdraw your permission at any time by putting this request in writing to Independence Project Ltd, 73 Swiss Avenue, Chelmsford, Essex, CM1 2AE or emailing info@independenceproject.co.uk

Should you choose to withdraw consent this may result in Independence Project being unable to provide the services you have requested, due to our inability to meet the requirements for funding.

9. Access to your information

Right of access: You have the right to ask for a copy of the personal information we hold about you.

Right of erasure: You can ask us to delete your personal information from our records as far as we are required to do so.

Right of rectification: If you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated.



Right to restrict processing: You have the right to ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate use.

Right to object: You have the right to object to processing where we are (i) processing your personal information on the basis of the legitimate interests basis (see section 3 above), (ii) using your personal information for direct marketing or (iii) using your information for statistical purposes.

10. External links

We may link our website directly to other websites operated by third parties under different privacy policies. Should you choose one of those links we encourage you to read their privacy policy.

11. Changes to this policy

If we decide to change our Privacy Policy, we shall place an updated Policy on our website so you are always aware of how Independence Project uses your personal information.

Reviewed Nov 2019



www.independenceproject.co.uk



info@independenceproject.co.uk



07880 645273