

# Leamington Night Shelter Society Privacy Policy

Company Registration Number 7028980 Charity number 1153583

The Leamington Night Shelter takes your privacy seriously and takes every practicable measure to ensure your information is safe and accurate at all times. We **never sell your data or share it with anyone outside the Night Shelter except with individual member's written, or emailed, permission.**

**At any time you can ask for the removal of your personal data from our system. You can do this by emailing us via the website at <http://www.leamingtonnightshelter.org.uk/contact-us.html>, or by writing to us at Leamington Night Shelter PO BOX NO. 6213, Leamington Spa, CV31 9LA.**

The GDPR, General Data Protection Regulation, requires us to tell you the lawful basis for processing your information.

## Volunteers

For volunteers the Leamington Night Shelter has chosen to rely on what the new legislation calls 'legitimate interests'. Put simply, we undertake to keep you, as a volunteer with the Leamington Night Shelter, up to date with what is going on at the Night Shelter, including details of meetings or training events which you may wish to attend.

This policy explains why we collect information from you, what information we need and how we use it.

### **Why do we collect personal information?**

You give us your personal information so that we can keep in touch and maintain our safeguarding records.

### **What information we need.**

The personal information we need to collect may include your name, address, email address, telephone number, and DBS certificate number.

### **What your personal information may be used for?**

We will only use your personal information to

- Keep you up to date with what is going on at the Night Shelter, including details of meetings or training events which you may wish to attend.
- Maintain our safeguarding records.

## Removal of your data

At any time you can ask to have your data removed from our database, though at that point you would cease to be a volunteer with the Leamington Night Shelter.

## **Non- volunteers who receive our Newsletter, and Donors**

We will only retain your data and contact you with your express written consent, given either by email or by letter.

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### **What if there are changes to this statement?**

Occasionally, we may need to update our Privacy Statement. We reserve the right to amend, update or replace this Statement at any time. We will inform you of any changes.

Sidney Syson 16 May 2018 updated 11 December 2018