

# **What personal data we are collecting and why**

Your personal data is being collected as an essential part of this process, we will need to know who you are and be able to contact you to discuss the information you provide.

We only collect information that is necessary to ensure appropriate arrangements are in place. As such this information will include personal identification data and medical information where applicable.

The collection of data, and the ability to contact you about the information you provide allows us to react quickly.

# **With whom will we share your information**

We will need to share your information with the IWCC, the Clinical Commissioning Group, and the IW NHS Trust.

We may also need to call on our trusted charitable sector partners for the delivery of this service and will therefore share relevant information.

These administrators will be 'data processors', acting on behalf of the department and under our instruction, to help identify potential sponsors. Where we do, we will ensure that the processing of your personal data remains in strict accordance with the requirements of the data protection legislation, and we will update this privacy notice to reflect those arrangements.

Community Action will be the 'data owners' and will ensure that any sharing and processing of information is known. At all times Community Action will ensure that your data is only shared with partners who have a

data protection policy in place. Your data will only be used for the delivery of this service and not for any other reason.

## **Lawful basis for processing the data**

The collection of your personal data is lawful under:

- Article 6(1)(e) of the UK General Data Protection Regulation as it is necessary for the performance by DLUHC of a task in the public interest/in the exercise of official authority vested in the data controller.
- Section 8(d) of the Data Protection Act 2018 states that this will include processing of personal data that is necessary for the exercise of a function of the Crown, a Minister of the Crown or a government department.

## **How long will we keep the personal data, or criteria used to determine the retention period.**

Your personal data will be held for two years from the closure of the scheme unless we identify that its continued retention is unnecessary before that point.

## **Your rights, e.g., access, rectification, erasure**

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

- a. know that we are using your personal data
- b. see what data we have about you
- c. ask to have your data corrected, and to ask how we check the information we hold is accurate
- d. complain to the ICO (Information Commissioners Office) (see below)

In some circumstances you may also have the right to withdraw your consent to us having or using your data, to have all data about you deleted, or to object to particularly types of use of your data. We will tell you when these rights apply.

**Your personal data will not be sent overseas**

**Your personal data will not be used for any automated decision making**

**Storage, security, and data management**

Access to your data will be restricted with only named individuals having access.

We always endeavour to keep our systems secure.

## Complaints and more information

When we ask you for information, we will keep to the law, including the Data Protection Act 2018 and UK General Data Protection Regulation.

If you are unhappy with the way the department has acted, you can make a complaint.

If you are not happy with how we are using your personal data, you should first contact [hello@actioniw.org.uk](mailto:hello@actioniw.org.uk)

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

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

Telephone: 0303 123 1113 or 01625 545 745

<https://ico.org.uk/>