



Your privacy is important to us at The Isaiah Project and we are committed to ensuring your privacy is safeguarded at all time. The purpose of this notice is to set out the reasons why we collect personal data, what we use that data for and your ongoing rights with respect to that data.

### **Data Controller**

The Isaiah Project is the Data Controller (i.e. the body that determines the purposes and means of processing and storing your personal data) and is responsible for your data.

### **Why Data is collected?**

We collect personal data in order to provide ongoing support to the Project's residents, monitor their progress in line with The Isaiah Project's Agreement, effectively manage our charity shops, collect and process donations and generally to ensure the charity achieves its objectives and complies with its legal obligations.

### **What Data is collected?**

The data we collect falls into two categories: (1) Personal Information and (2) Special Categories.

1. Personal information includes such details as: Name, Address, Phone number and email address
2. Special categories include such details as your gender, religious beliefs, physical or mental health conditions, and ethnicity.

### **Holding Data**

We retain personal data for no longer than is 'necessary'. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, including for the purpose of satisfying any legal, accounting or reporting requirements.

All data is held in compliance with Data Protection Legislation and we conduct an annual data audit when we will check with you that the information we hold is accurate and that you still agree to us holding it. Once it is no longer 'necessary' to hold personal information then that held electronically will be deleted and that held on paper will be shredded.

### **Sharing Data**

Except where we are obligated by legal requirements we do not share your personal data with a third party.

### **Your rights under General Data Protection Regulations (GDPR)**

Under Data Protection legislation you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data;
- The right to request we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for such data to be retained;
- The right to withdraw your consent to the processing of your data at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office (ICO).

If you have any questions arising from this privacy notice, or generally about the way we hold your information, or wish to exercise your right of access, you should in the first instance contact us using the details below:

**Contact:** Colin Cooper (Data Protection Compliance Manager)

The Isaiah Project: The Living Room, 600 Southchurch Road, Southend on Sea, SS1 2PT.

Tel: 01702 436417. Email: [colin.isaiahproject@outlook.com](mailto:colin.isaiahproject@outlook.com)

*If you have any concern as to the handling of your personal data, then we would want to hear from you in order to deal with the matter swiftly. Therefore, in the first instance please contact us using the above detail. In the event that the matter cannot be resolved you can lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns>*