



Hartlepool Baby Bank Data Policy

Personal Data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK's DPA 2018 and UK GDPR 2021.

2. Data Controller

The Committee on behalf of the trustees (hereinafter referred to as ("Baby Bank")) is the data controller (contact details below). The trustees decide how the Baby Bank collects, processes and uses data.

3. How Do We Process Your Personal Data?

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use personal data for the following purposes:

- To collect information on what baby products/goods are needed in order to support the family
- To collect information on what support services may be appropriate for further signposting
- To maintain the Baby Bank's accounts and records
- To contact service users/ donors/ supporters about the work of the charity;
- To contact supporters/donors/newsletter sign-ups about the work of the charity;
- To inform you of news and events relevant to the work of the Baby Bank
- To supply literature and resources as appropriate.
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All information will be held internally and will not be passed on to third parties unless there is a genuine safeguarding concern.

All paperwork relating to service users and their Wishlists to be held securely in Baby Bank Venue. All online Wishlists to be stored securely on the server and accessed by username and password. Online access will be strictly limited.

4. What is the legal basis for processing your personal data?

Obligation as a charity to retain information for the purposes of accounting/legal/statutory requirements.

5. Sharing Personal Data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent unless you or a child are at risk of harm, where we will inform the relevant authority.

5. How long do we keep your data?

We keep data for as long as you wish to be retained on one of our databases.

6. Your Right and Your Personal Data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which Hartlepool Baby Bank holds about you;
- The right to request that the Baby Bank corrects 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 the Baby Bank to retain such data;
- The right to withdraw your consent to the processing 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 object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

7. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

8. Contact Details

To exercise all relevant rights, queries of complaints please, in the first instance, contact the committee via babybankhartlepool@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113, or via email via <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Policy number 2

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