



Hartlepool Baby Bank Privacy Policy

This statement is given in accordance with the General Data Protection Regulation and it describes how we will use and protect the information you provide to the Hartlepool Baby Bank (HBB) in relation to your enquiry to the organisation.

- The data controller is HBB a Charitable Incorporated Organisation (CIO)
- The charity does not employ a data protection officer.
- Your data will only be used for the purposes of dealing with your enquiry.
- HBB has a legitimate interest in processing your data in order to ensure that it deals with enquiries in an effective manner.
- Personal information we collect may include: - Name, address and contact details - The nature of the enquiry - Information on your personal needs and circumstances as required to safely and effectively deliver the service.
- Data obtained will be held securely in a lockable filing cabinet accessible to relevant staff within the HBB and in exceptional cases other agencies or organisations where there is an overriding public interest or legal reason to share your data. Or securely held online via our website.
- Data obtained will be held for no longer than necessary to complete your enquiry and securely destroy it on completion.
- Each person upon whom we hold information has the rights contained in this notice.
- There are no transfers of your data outside the United Kingdom.
- Your information may also be visible to professional services employed by the HBB such as our auditors. You have the right to request a copy of the information that we hold about you and to rectify any data. If you would like a copy of some or all of your personal information, please call in to Crown Buildings and request one.

We reserve the right to update this privacy policy at any time.

Hartlepool Baby Bank

Mondays, Tuesdays, Thursdays 10am-2pm
Crown Buildings, Avenue Road, Hartlepool.

Policy number 4

Reviewed 10th October 2021

Next review End of October 2022