



Woodhouse & District Community Forum GDPR 14th May 2018

Why we collect information

- to allow us to provide you with the information, advice and guidance you have requested from us;
- to provide you with information which we think you will be interested in;
- to tailor information we provide to ensure they are relevant to you;
- to communicate with you.

What information is collected from you

- We collect your name, contact details and the activities/courses you have expressed an interest in attending. We do this so we can contact you to give you correct and up to date information, advice and guidance.
- We collect information in relation to any activities/courses you enrol on as part of the Sheffield City Council (SCC), Lifelong Learning (LLSC) adult learning programme and Health Trainer Services which we hold contracts to manage.
- We may include age categories, ethnicities and carers as a way of monitoring the Health Trainer service and other health related activities.
- Photographs are used as evidence of activities, but only with your consent.
- A list of members' postal and email addresses is kept in order to advise of meetings, receive minutes and events by WDCF.

What we do with your information / Is it safe?

- We use anonymous case studies to highlight the positive outcomes of WDCF activities. These are only used as evidence of the positive impact of our services/activities and only given to the organisation's funders and regulatory bodies, i.e. OFSTED after they are 'depersonalised'.
- We hold information of our service users attending courses and activities funded by SCC, LLSC and transfer this to them securely.
- We keep your details on our secure in-house data base.
- We do not share our data base information with any third party organisations.
- Our IT equipment is password protected.
- We are committed to ensuring that there are appropriate controls in place to protect your personal details and will review these from time to time.

GDPR - continued

Data Retention

We will keep your information for as long as there is a need to keep it in connection with the purposes for which it was collected.

There is no specific 'end period' as we may be able to assist you for an indefinite period of time.

Your rights

You can ask us to delete/erase your data from our database at any time.

You can amend the information we hold about you at any time.

You have a right to ask for a copy of the information we hold about you at any time.

You may decide you do not wish to receive any further information or correspondence from us. In this case, we shall delete your information from our records.

You have the right to be forgotten by us.

If you have any queries or concerns about the way your data is being kept; please contact mail@mywoodhouse.co.uk