**PORTSMOUTH ASSOCIATION FOR THE BLIND**

**PRIVACY POLICY**

Portsmouth Association for the Blind is committed to protecting the privacy of everyone who use our services, including members, volunteers, employees and fundraisers.

**Who We Are:**

A local Charity based in Portsmouth supporting the visually impaired and people living with sight loss in the Portsmouth and surrounding area.

**Charity no:** 1142574

**Company limited by Guarantee no:** 7575651

This policy is written in accordance with the current EU General Data Protection Regulations (GDPR) 25th May 2018

**If you have any questions please contact:**

Portsmouth Association for the Blind

St Saviours Church, 283 Twyford Avenue PO2 8PD

Hayes Hall (Located at the back of the Church on Strode Road)

**Tel:** 02392 661717

**Email**: portsmouthblind@btconnect.com

Personal information is held for the entirety of your membership. To ensure our membership list is kept up to date we will contact you periodically, no less than every two years to ensure you wish to remain a member of the Charity. You can request to have your personal information removed or amended at any time, and if we do not have sufficient grounds for further retention, we will securely dispose of your personal information. (We may ask id in doing this)

We collect personal information from our Staff**\*** and Volunteers to retain on file and also for the Disclosure and Barring Service.

(Including bank account details**\***)

This policy explains what personal information we collect and process, how we collect it, who we share it with, and why we do so.

**Personal Information:**

Personal information that can be used to identify you, this can include your name & address, date of birth and telephone number, email address and also photographs.

**How We Obtain Personal Information:**

Your personal information is obtained when you contact us regarding becoming a member of our charity, or require services we provide.

A form for you to fill in with personal details you want us to hold about you.

Consent is the term used for the “legal basis” upon which we hold your personal information.

We may also receive your personal details from another agency.

**How We Use Your Personal Information:**

We process your personal information when you use our services or if you come into our centre for any activities, your name and the name of your next of kin is required (in the event of an emergency). If requiring the door to door mini bus service an address and contact number will also be required.

Your Personal information is also processed for administrative purposes, to let you know about future events or functions, or changes that may take place, or if you require our home visiting service.

We may send you information that you have requested.

We may share your personal information to a trusted third party, such as the local Council or Social services for the purpose of providing a service to you on your behalf.

It may be also necessary to share your details in the case of a medical emergency or a safeguarding issue.

Your details are never sold to a third party.

**Photography:**

We may use photographs for our information leaflets, or our website, however consent will be requested before any photography is permitted and further consent will be sort for any published photography.

**Who Has Access To Your Personal Information:**

Portsmouth Association for the Blind will share your information with volunteers that run the social groups, they will need to know your name, and if requiring the mini bus service an address and phone number.

ALL VOLUNTEERS ARE REQUIRED TO ADHERE TO THE CURRENT DATA PROTECTION POLICY.

**Referrals:**

You may ask us to forward your personal information on to another organisation or service provider, which we only do with your permission.

We will pass your personal information on, on the understanding that it will only be used for the purpose it was provided for.

**Legitimate Interest:**

We consider our legitimate interests to be the running of Portsmouth Association for the Blind and providing a service and support to the visually impaired and blind, and also their families in Portsmouth and surrounding area.

**Home Visiting:**

If you receive home visits your personal information is held by our home visitor, this allows access to personal information enabling her to make contact and arrange home visits. Telephone contact details are kept on a “locked” mobile device.

Personal information details, such as name and address and written notes are kept securely on a tablet device then stored in a file that is encrypted.

**Accessing and updating your personal data:**

This is called a **Subject Access Request.**

You may request details about the personal information we hold on **\***you.

If you would like a copy of the personal information held on you please contact address on page 1. We may ask you to provide copies of identity to make sure we are releasing your information to the correct person.

Please keep us informed of any changes to your personal information we hold on you.

**Security:**

At Portsmouth Association for the Blind we take your security and privacy seriously. Access to personal information is strictly on a need to know basis and all personal information is stored securely, we use firewall and encryption.

**Emails:**

We cannot guarantee the security of any information you send us via email, you do so at your own risk.

**Social Media & Website:**

We recommend you avoid sharing personal details that can be used to identify you.

Sharing personal information is done so at your own risk. We will not be responsible for the use of any personal information shared with a third party.

We may have links to other websites, we cannot be held responsible for any information collected by them.

**Cookies:**

Like many other websites, our website uses cookies, cookies are small files that are stored on your computer that allow websites to recognise you when you visit. They store data about your browsing history but will not identify you.

This helps us deliver a much better personalised service.

You can switch off “cookies” by setting your “browser preference”

**Changes to this policy:**

We may update our policy from time to time so please check for updates.

**This policy was last updated 25th May 2018**