

PRIVACY STATEMENT

This statement sets out the basis on which any personal data we collect about you will be processed by us. It sets out our policy and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Nehemiah UCHA. Our Data Protection Officer, nominated for the purpose of the Act is *the Chief Executive with the Corporate Services Manager nominated to deal with day-to-day matters*. Should you wish to contact them, their address is:

[1-3 Beacon Court, Birmingham Road, Great Barr, Birmingham B43 6NN]

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

1. Information that you provide by filling in our forms, including surveys and application forms;
2. Any information concerning you that is passed to us by a third party; and
3. Any correspondence we have with you and any records made of our contact with you.

HOW YOUR PERSONAL DATA IS HANDLED

We regard protection of an individual's personal data as a priority and we train relevant team members to understand the importance of respecting your data protection rights. Should you have any queries regarding the use of your data, or should you wish to withdraw your consent to us holding your data, please contact our Data Protection Officer. By submitting your personal data, you agree to us processing it in accordance with this privacy statement. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy statement.

In line with requirements on all data controllers, we aim to ensure that your data is:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than is necessary;
- Processed in line with your rights;
- Secure; and
- Not transferred to other countries without adequate protection.

To ensure compliance, we carry out regular reviews of the information we have on our files and databases. We also keep data secure using encryption, password protection and secure storage where this is necessary.

Your data may be accessed by our employees, officers and team members who require access for the purposes of carrying out their work. Data may on occasion be accessed by third parties where required by law or where necessary for the provision of our services. Such third parties include:

- Contractors
- Emergency services
- Government agencies
- Health services
- Regulatory bodies
- Utility companies
- Legal advisers
- Local Authorities
- Police and Other Statutory Bodies
- Debt Collection Agencies

Where your data is passed to a third party, we will make this privacy statement available to that third party to ensure they understand our data protection obligations and make sure they maintain sufficient security measures.

USES MADE OF YOUR DATA

We use your personal data in the following ways:

1. To facilitate our organisation's activities by ensuring that we hold relevant details about you;
2. To notify you about changes to our organisation and its services;
3. To conduct statistical analysis on the data we hold. Where these reports are made publicly available, they will not include information from which you could be identified;
4. To provide you with information and services that you have requested or which we feel may interest you. If you no longer wish to receive such information then we ask you to let us know and we will update your records to show this; and
5. To comply with our statutory and regulatory obligations.

We may disclose your data if we are under a duty to disclose or share such personal data in order to comply with any legal obligation, or in order to enforce any of our legal rights.

We will only ask you to provide information over the Internet where website security arrangements are in place. It is important to understand that this statement is specific to Nehemiah UCHA. It does not apply to any other organisation we may refer you to, either via our website or any other means.

YOUR RIGHTS

You have the right to ask us not to process your personal data. Where particularly sensitive personal data is being collected, we will seek your specific consent and you may object to us processing that information.

The Act gives you the right to access information that we hold about you. Your rights of access are set out in the Act. If you make a request for access, **we may charge a fee of £10** to meet our costs in providing you with details of the information we hold about you, however Nehemiah UCHA has the discretion to waive this charge. You will need to complete the **Data Protection Policy Subject Access Request Form – Appendix 2** for us to action your request.

CHANGES TO OUR PRIVACY STATEMENT

From time to time we may amend this privacy statement. Where we do so, we will make the changes clear by displaying the new statement in all places where our privacy statement can usually be found.

APPENDIX - DATA PROTECTION POLICY SUBJECT ACCESS REQUEST FORM

1. Details of the person requesting the information:			
Name:		Address:	
Telephone No:		Mobile No:	
Email Address:			
Fax No:			
Are you the Data Subject?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
1	If you are the Data Subject, please supply evidence of your identity, i.e. driving licence, birth certificate (or photocopy), passport. Please also state your relationship with Nehemiah UCHA: <input type="checkbox"/> I am a current/former member of staff <input type="checkbox"/> I am a current/former tenant		
2.	<input type="checkbox"/> I am acting on behalf of the Data Subject with their written authority? If so that authority must be enclosed. Please also state the relationship of the Data Subject to Nehemiah UCHA: <input type="checkbox"/> The Data Subject is a current/former member of staff <input type="checkbox"/> The Data Subject is a current /former tenant		
3.	Please describe your relationship with the Data subject that leads you to make this request for information on their behalf.		
4.	If you wish to see only certain specific document(s) for example a particular report, or specific departmental file, please describe below.		
DECLARATION:			
I hereby confirmed that the information completed on this form is correct for me to gain access to data that Nehemiah UCHA may have relating to me.			
NAME: _____ SIGNATURE: _____			
PLEASE PRINT			
DATE: _____			
Corporate Services Action:			
Request Received By:		Date:	
Deadline date for Responding to Request:			