

# General Data Protection Regulation

## Privacy Statement



**We understand that privacy is very important to you so we will do everything we can to protect it.**

### The legal reasons we have for processing your data are:

1. To make a decision regarding eligibility for different projects
2. To provide support and guidance
3. To allow analysis of anonymous data for operational and evaluation purposes
4. To keep you informed

### Your rights

You have the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object

### Sharing your data

We will not share any of your personal information with funders or any other organisations without your written or verbal permission. Where you have given us your permission, you may withdraw it at any time.

Everything you tell us will be treated in confidence **unless**

- The information indicates a serious risk to yourself or another person
- A serious threat is made to a third party or it is noted that a child may be at risk
- Disclosure is required by law or is necessary in the public interest

### Storage, retention and deletion

Your details are stored electronically on our database and on paper which is stored in locked filing cabinets

Your details will be deleted from our database and files:

1. If you have not engaged with us for 2 years  
*Please note that some funders require us to keep information for up to 10 years*
2. If you withdraw consent. You can do this in any of the following ways:
  - a. letter to The Data Controller, Nottingham Women's Centre, 30 Chaucer Street, Nottingham, NG1 5LP
  - b. email [datacontroller@nottinghamwomenscentre.com](mailto:datacontroller@nottinghamwomenscentre.com) (The Data Controller)
  - c. in person at reception, between 9am and 5pm, Monday to Friday

### Preferences

You can change your contact preferences with us at any time by sending an email to [admin@nottinghamwomenscentre.com](mailto:admin@nottinghamwomenscentre.com) with 'OPT OUT' in the subject field or you can use the unsubscribe links in our marketing emails.

You have the right to complain to the Information Commissioners Office [www.ico.org.uk](http://www.ico.org.uk) if you think there is a problem with the way we are handling your data.