

Ashton Community Trust

Privacy Notice

At Ashton Community Trust, we are committed to protecting and respecting your information. This Notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. Within this Notice we will also highlight specific requirements for individual departments and these can be accessed below.

Who are we?

Ashton Community Trust (ACT) is a social enterprise and development trust which seeks to make North Belfast a better place for its residents to live and prosper. We do this through the provision of services, employment, training and community development through our various departments.

- Training & Employment
- Bridge of Hope
- Childcare & Family Support
- New Lodge Youth Club
- New Lodge Arts
- Fab Lab
- Facilities

Each department may share your personal information to third parties who are part of the delivery, monitoring, and funding of the programme you are accessing.

If you have any questions in relation to this Privacy Policy or the personal information we have about you please contact Ciara Rea the current Data Protection Representative for Ashton Community Trust on 02890322289.

Purpose of processing and the legal basis for processing

Any information that we collect from you is necessary for the delivery of services by Ashton Community Trust. The information we collect from you is solely needed for us to be able to provide the best services possible to our users.

Consent: we will request your consent to process your information.

Contract: the processing is necessary for us to be able to provide the services you are accessing.

Legal obligation: the processing is necessary to comply with the law e.g. Fair Employment (Monitoring forms).

Vital interests: the processing is necessary to protect someone's life e.g. In the case where an individual may cause harm to themselves or others.

Information we process

We process information relevant to the above reasons/purposes. This may include:

- personal information
- family information
- financial information
- education and employment information

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature

Who the information is processed about?

We process personal information about:

- service users/ clients
- staff, volunteers
- trustees
- complainants, supporters
- enquirers
- advisers and representatives of other organisations

Sharing your information

We sometimes need to share the personal information we process with the individual themselves and also with other parties. Where this is necessary we are required to comply with all aspects of the General Data Protection Regulation (2018).

Where necessary or required we share information with:

- family, associates or legal representatives (e.g. power of attorney) of an individual
- employees
- current, past and prospective employers
- healthcare, social and welfare organisations
- educators and examining bodies
- financial organisations
- employment and recruitment agencies
- survey or research organisations
- business associates and professional advisers
- providers of goods and services
- funders and regulatory bodies
- local and central government
- other voluntary and charitable organisations

How we keep your data safe?

We ensure that there are appropriate technical and organisational controls in place to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage in compliance with the General Data Protection Regulation.

We also ensure that we dispose of your information in a secure and confidential manner when the retention period has been met.

How you can access and update your information?

The accuracy of your information is important to us. We would really appreciate that if your information needs updated, you inform the department you are engaging with and they will give you the appropriate instruction.

You have a right to ask for a copy of the information that we hold about you if you have accessed services within Ashton Community Trust. Please contact Ciara Rea the current Data Protection Representative for Ashton Community Trust at ciara@ashtoncentre.com if you wish to exercise this right and complete a Subject Access Request Form.

Other Rights

You have a right to ask us to stop processing your personal data, for more information on this please contact Ciara Rea the current Data Protection Representative for Ashton Community Trust at ciara@ashtoncentre.com.

You also have the right to lodge a complaint with the Information Commissioner's Office if you feel your rights under GDPR have been breached in any way.