

# Home-Start Glasgow South Privacy Notice

Home-Start Glasgow South takes the security of your personal data very seriously. We will collect and use the information held only for the original purpose for which it was provided. The information we will collect from or about you and your family may include your and/or your children's name, address, date of birth, email address and telephone number(s) and may also include other data, including sensitive data, that you provide.

The information will be used for the purposes that may include;

- Participation on our programmes
- Collate management information for evaluation and monitoring purposes and to support funding applications and our wider fundraising.
- To maintain a record of relationships between Home-Start Glasgow South, supported families and volunteers.
- Record keeping for employee's in accordance with employment contracts.

## Storing Your Data

Your data will be stored on databases held in locations that have been tested for electronic and physical security and access will be permitted only to those with a need to know.

## Processing Your Data

We will undertake the processing of your data in compliance with the Data Protection Act of 1998.

## Sharing Your Data

We will not share your data with any third parties without your express permission unless:

- It is a clear legislative requirement
- It is assessed as being in your vital or legitimate interest
- To enable you to gain the maximum benefit from Home-Start Glasgow South support and to comply with our legal obligations we may need to share the minimum necessary of your personal details. Failure to agree to the sharing data detailed above may restrict your ability to participate in our programmes

## Your Rights

- Should you wish to access the personal information Home-Start Glasgow South hold, you need to submit a request in writing to Home-Start Glasgow South Data Protection Officer using the contact details below. Home-Start Glasgow South will respond to the request within 40 days of receipt of the request.
- The right to object to processing that is or is likely to cause distress to you or another; if you want to exercise this right you need to write to Home-Start Glasgow South Data Protection Officer using the contact details below. You must state what processing you object to and why it is causing, or is likely to cause distress. Home-Start Glasgow South will consider the request and respond within 21 days to confirm whether the objection is accepted.
- You have the right to request Home-Start Glasgow South rectify, block, erase or destroy inaccurate information; if you want to exercise this right you need to write to Home-Start Glasgow South Data Protection Officer using the contact details below. Please ensure you set out the information and the reasons you wish information to be rectified etc. We will consider the request and respond within 21 days to confirm whether the request is accepted.

**If you would like to discuss this privacy notice, please contact Home-Start Glasgow South on 0141 570 8735, or email [theteam@homestartglasgowsouth.org.uk](mailto:theteam@homestartglasgowsouth.org.uk).**