

South Islington Stroke Club Privacy Policy

South Islington Stroke Club respects your privacy. This privacy policy sets out how we keep your personal information safe and tells you about your privacy rights.

This policy relates to:

- stroke survivors who are members of the Stroke Club or those interested in becoming members of the Stroke Club
- carers or next of kin of members or prospective members
- our volunteers and prospective volunteers
- those who provide services to the Club or to individual Club members
- supporters of the Club

What personal information do we collect?

‘Personal information’ means any information about an individual from which they can be identified. The personal information we collect allows us to provide services to people affected by stroke and their carers. It also helps us to better understand our volunteers and supporters and improve how we engage and communicate, for the benefit of those affected by stroke.

We believe your personal information needs to be safeguarded and protected. We collect only what is necessary. Here is the personal information we currently use

- identity and contact information, including your full name and title, date of birth, address, telephone number and email address
- health and dietary information necessary for us to provide support for individuals affected by stroke and to enable you to participate in our lunch sessions and activities

Data protection law recognises that certain categories of personal information are more sensitive, such as details about health; we collect health information if you are a stroke survivor.

How do we collect your personal information?

We collect personal information from and about you in the following ways

- You may give us information by filling in forms or by corresponding with us. This includes personal information you provide when you express interest in attending a lunch session or becoming a member or a volunteer or when you agree to provide a service to us or support us
- We may receive personal information about you from third parties to whom you gave permission to share your details with us, including the Stroke Association navigator, for the purpose of receiving information about attending our lunch sessions
- We may receive personal information about you from individuals who are attending our lunch sessions, for example if you are their carer, emergency contact, relative or next of kin.

Why do we use your personal information?

We will use your personal information only for specific purposes. We will never sell your personal information to other organisations. **We may use your personal information**

- to arrange for transport by Islington Council, or other transport provider, to bring you to lunch sessions and take you home again
- to contact a nominated carer, emergency contact, relative or next of kin, to provide them with relevant information
- to comply with our legal obligations such as health and safety and our safeguarding duty where we have a concern about your welfare
- to liaise with you if you provide a service to us
- to provide you with information about volunteering with us
- to inform you about our Annual General Meetings, or other management, planning or administrative activity
- to process any expenses or donations
- to communicate information from other sources that may be of interest to you

The legal basis for using your personal information will depend on the circumstances in which we collect and use it, but will in most cases be because

- you have provided your consent to allow us to use your personal information
- it is necessary in order for us to comply with a legal obligation such as health and safety and our safeguarding duty
- it is in our legitimate interests to use the information

We may contact you by phone, email, text or other messaging service.

Whom do we share your personal information with?

When we share your personal information with third parties who provide services to individual members or to the Club

- we provide them with only the personal information they need to perform their specific services
- we require them to use your personal information for the exact purposes we specify
- we require them to keep your personal information secure

How long do we keep your personal information?

We will keep your personal information for as long as is necessary to fulfil the purposes for which we collected it, including for satisfying any legal (including health and safety and safeguarding), accounting, or reporting requirements.

You may request that your personal information is removed. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

How can you update or correct your information?

To ensure the information we hold is accurate and up to date, members and volunteers need to inform the Club of any changes to personal information. You can do this by contacting the Membership Secretary at any time (see below).

Should you wish to view the information that the Club holds on you, you can make this request by contacting the Membership Secretary (see below). There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 28 days of the request being made.

How do we store your personal information?

Membership forms are stored in a secure place, as are copies kept by the Club's committee members for use during lunch sessions held outside Mary's Community Centre. Personal data may be held on password protected laptops or other devices belonging to the Club's committee members or those who provide a service to the Club; those persons are fully aware of the requirements of this Policy. Any loss of such a device will be treated as a data breach and treated accordingly.

Contact

Overall and final responsibility for data protection lies with the Stroke Club management committee, who are responsible for overseeing activities. If you have any queries about this policy please contact the Membership Secretary, email: sarina@waitrose.com