

Privacy Policy

Sherburn in Elmet Community Trust is a registered charity (number 1166770). Our work includes [Sherburn & Villages Community Library](#); [The Old Girls' School Community Centre](#); and [Sherburn & Villages Community Support Network \(CSN\)](#). We respect your privacy and are committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you use one of our services and tell you about your privacy rights and how the law protects you.

Why we use your personal data

We need to use your personal data to ensure that we can provide the service you have requested. We may also use it, to improve our services, as required by any regulator or as required by law.

Legal Basis

We will only use your personal data if we have a legal basis for doing so. It will be one or more of the following:

- To provide our service (our contractual obligations)
- For a business need (legitimate interest)
- It's in the vital interests of an individual
- To meet legal obligations
- You consent

The type of personal information we collect

Personal data, or personal information, means any information about an individual from which that person can be identified. The personal data we collect about you will vary depending on how you use our website and services:

We currently collect and process the following information:

- **Personal identifiers** and characteristics (for example, name)
- **Contact details** (for example email addresses, addresses and telephone numbers)
- **Work history information** that you provide (for example in CV's)
- **Skills and volunteering related interests and availability**
- **Feedback** you provide us about your experience of using our website and services for example when you report content via our platform, send us emails, or reply to surveys about the impact of our service.
- **Customer Service requests or queries** received from you, in relation to your use of our services via email, telephone or our website.
- **Application data** including information on applications or enquiries made by you, through our website.
- **Equality and Diversity information** we collect data from volunteers who consent on age, gender, and ethnicity.

- **Monitoring information**, in addition to the Equality and Diversity information we may collect from you we may also collect information for monitoring the use of service such as where you heard about our services.

Your rights

We will respect your rights. You have the right to:

- Request access to your personal data
- Request erasure of your personal data
- Request restriction of processing your personal data
- Withdraw consent
- Request correction of your personal data
- Object to processing of your personal data
- Request transfer of your personal data

Marketing

We will not pass your personal data to any other company or organisation to market to you unless you give us your permission. We will not keep you up to date with our activities unless you authorise us to.

Third parties

We will only share your personal data with any Third Parties who are our professional advisers, funding or business partners or you give us your consent.

Protecting Your Personal Data

If you have any questions about the use of your data, please contact the responsible Trustee – kevin.sibson@sietc.uk – who can also answer any questions you may have about this notice.

We will always try to resolve any concerns you might have about your personal data. However, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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