



New Galloway Community Enterprises Ltd

Community Engagement Worker

Privacy Statement

May 2018

New Galloway Community Enterprises Ltd (NGCE) recognises that it stores and processes personal data during the course of its operation. People who use the services of the Community Engagement Worker (CEW) have a right to privacy and to expect that all personal information about them will be handled sensitively and confidentially. NGCE also has a legal responsibility under the General Data Protection Regulations (GDPR) that came into force in May 2018 to keep this data secure and private.

NGCE has undertaken an audit of all the personal data that it keeps and has created a Data Protection Policy. This statement summarises that Policy as it relates to people who use the services of the Community Engagement Worker.

Personal Data

- Names, addresses, phone numbers and email addresses held in the **Group Oil Purchasing database** can be accessed by the Community Engagement Worker or their named delegate to act as facilitator for the joint fuel purchasing.
- Names, addresses, phone numbers and email addresses held in the **Glenkens Business Network Database** can be accessed by the Community Engagement Worker or their named delegate to inform business owners of meetings, events of interest and to be placed in a directory of businesses for circulation to the general public.
- Names, addresses, phone numbers and email address held in the **Tradesperson and Services database** can be accessed by the Community Engagement Worker or their named delegate to inform members of the community as requested.
- Names, telephone numbers and email addresses held in the **Volunteers database** can be accessed only by the Community Engagement Worker and solely for the purpose of facilitating volunteering activities.
- Names, addresses, telephone numbers and email addresses of people who contact the CEW directly for support or to access services are held in the **Personal database**. This may also contain other personal information such as personal circumstances, state of health and well-being and financial context, as volunteered by the service user. Notes on such personal data will be kept to a minimum. Only the Community Engagement Worker has access to the Personal database, unless legitimate requests are made by third party escalation for the purposes of increasing support. People whose data is being passed on in this way will be informed of this in advance.

Basis

- The above Data is held on the legal bases of either **Legitimate Interests** or by **Consent**, as appropriate. See the CEW data audit for details. Where consent is required, written consent will be obtained.

Use

- The above data is used for the sole purpose of Community Engagement Worker activities and no other use. Personal data is never shared with any third person or organisation unless further support is requested by the service user or sharing is legally required. See our Protection of Children and Vulnerable Adults policy for more details.

Sharing

- The above data is kept confidential to the Community Engagement Worker and will never be passed to a third party without your explicit consent. This includes Board members and other staff of NGCE Ltd.
- The exceptions to this are:
 - If you request that information be shared in order to support you accessing services or support.
 - If our 'Dealing with Children and Vulnerable Adults' policy dictates that we must take action because we are concerned for the well-being of an individual based on data collected.

Your Rights

- You have the right to be informed of the Personal Data held by the Community Engagement Worker on you and to be assured that the information is correct.
- You have the right to access this information and to have errors corrected.
- You have the right to have your personal data erased if you no longer wish for it to be held by the Community Engagement Worker.

Security

- Your personal data will be held securely and only those persons who have a legitimate right to access it will be able to do so. Paper copies are held in locked files and electronic data on password protected computers.

Reviewed and accepted by the Board of NGCE Ltd on 24 May 2018