

Dorset Mind Full Privacy Notice 1.0

Introduction:

Personal Data is data which by itself or with other data can be used to identify you. The data controller in this case is Dorset Mind. This data protection statement sets out how Dorset Mind will use your personal data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

For further information about our privacy practices, please contact the individual in charge of GDPR compliance:

- Writing to Dorset Mind, 3 Stratfield Saye, 20-22 Wellington Road, Bournemouth, BH8 8JN.
- Calling us on 01202 315329
- Emailing to datasecurity@dorsetmind.uk

How we collect information about you

Everything we do, we do to ensure that we can help people experiencing a mental health problem get both support and respect. We want to make sure you receive the communications that are most relevant to you, be it through visiting our website or receiving emails, post or phone calls. We want to make sure you receive the best attention when you attend a service we run, book on to an event, become a member or make a donation.

We collect information from you in the following ways:

When you interact with us directly: This could be if you ask us about our activities, register with us for training, an event or our services, make a donation to us, ask a question about mental health, purchase something, apply for a job or volunteering opportunity or otherwise provide us with your personal information. This includes when you phone us, visit our website, or get in touch through the post, or in person.

When you interact with us through third parties: This could be if you provide a donation through a third party such as Just Giving or one of the other third parties that we work with and provide your consent for your personal information to be shared with us.

When you visit our website: We gather general information which might include which pages you visit most often and which services, events or information is of most interest to you. We may also track which pages you visit when you click on links in emails from us. We also use "cookies" to help our site run effectively.

We use this information to personalise the way our website is presented when you visit to make improvements and to ensure we provide the best service and experience for you. Wherever possible we use anonymous information which does not identify individual visitors to our website.

From other information that is available to the public:

In order to tailor our communications with you to your background and interests we may collect information about you from publicly available sources.

The types of personal data Dorset Mind collects and uses:

Personal information we collect will depend on your interaction with Dorset Mind but may include details such as your name, date of birth, email address, postal address, telephone number, emergency contact details, photo, as well as qualifications, work experience, employment status, references, criminal convictions and DBS number and credit/debit card details (if you are making a purchase or donation), as well as information you provide in any communications between us. You will have given us this information when by filling in the application form to volunteer with us, filling in an registration form to use Dorset Mind services, making a donation, registering for an event, placing an order on our website or any of the other ways to interact with us.

Depending on your interaction with Dorset Mind we will mainly use this information:

- To ensure suitability for position
- To update you on volunteering opportunities
- To contact any emergency contact provided in an emergency.
- Dorset Mind will anonymise your data and aggregate it so that it can no longer identify you. This research will then be able to be used apply for new funding to keep the services running but this will not identify any individual.
- To process your donations or other payments, to claim Gift Aid on your donations and verify any financial transactions.
- To provide the services or goods that you have requested.
- To update you with important administrative messages about your donation, an event or services or goods you have requested.
- To comply with the Charities (Protection and Social Investment) Act 2016 and follow the recommendations of the official regulator of charities, the Charity Commission, which require us to identify and verify the identity of supporters who make major gifts so we can assess any risks associated with accepting their donations.
- To keep a record of your relationship with us.

If you do not provide this information, we will not be able to process your donation, allow you to take part in volunteer activities, sign you up for a particular event or provide goods and services you have requested.

We may also use your personal information:

- To contact you about our work and how you can support Dorset Mind.
- To invite you to participate in surveys or research.

A special note about the Sensitive Personal Information we hold

Data Protection Law recognises that some categories of personal information are more sensitive. Sensitive Personal Information can include information about a person's health, race, ethnic origin, political opinions, sex life, sexual orientation or religious beliefs.

We will only use this information:

- For the purposes of dealing with your enquiry, training, and quality monitoring or evaluating the services we provide.
- We will not pass on your details to anyone else without your express permission except in exceptional circumstances. Examples of this might include anyone reporting serious self-harm or posing a threat to others or children contacting us and sharing serious issues such as physical abuse or exploitation.
- Where you have given us your express consent or otherwise clearly indicated to us that you are happy for us to share your story, then we may publish it on our blog or in other media.

Using your personal data: Legal basis and purpose

Dorset Mind will process the majority of personal data (unless specified to be different) based on the contract between you and Dorset Mind on the request of providing a service or the volunteering contract between you and Dorset Mind.

Dorset Mind will process emergency contact data, GP name and address, CMHT name and address and care coordinator based on a legitimate interest

Dorset Mind will require your consent to process any data specifying criminal convictions, ethnicity or medical information.

You are free to exit the service or volunteering activity, withdraw consent and end the contract at any time.

Dorset Mind will process your data in the following ways:

- When you request Dorset Mind to disclose your personal data held by Dorset Mind to you
- To help you understand progress made as a result of taking part in Dorset Mind services
- To update you on running times and dates of groups and services
- To contact any emergency contact provided in an emergency
- To contact the safeguarding board, GP, Community Mental Health Team and emergency services in a safeguarding concern situation.
- Dorset Mind will anonymise your data and aggregate it so that it can no longer identify you. This research will then be able to be used to apply for new funding to keep the services running but this will not identify any individual.

Marketing

We will only contact you about our work and how you can support Dorset Mind by phone, email or text message, if you have agreed for us to contact you in this manner.

However, if you have provided us with your postal address we may send you information about our work and how you can support Dorset Mind by mail unless you have told us that you would prefer not to hear from us in that way.

You can update your choices or stop us sending you these communications at any time by contacting 'datasecurity@dorsetmind.uk' or clicking the unsubscribe link at the bottom of the relevant communication.

Sharing of personal data

The personal information we collect about you will mainly be used by our staff (and volunteers) at Dorset Mind so that they can support you.

We will never sell or share your personal information with organisations so that they can contact you for any marketing activities. Nor do we sell any information about your web browsing activity.

Dorset Mind may however share your information with our trusted partners and suppliers who work with us on or on our behalf to deliver our services, but processing of this information is always carried out under our instruction. We make sure that they store the data securely, delete it when they no longer need it and never use it for any other purposes. Some examples of where we may share your information are with our fulfilment partners who help to create and send information to you to reduce our costs, for example Mailchimp. Mailchimp is a US company. Another example may be survey monkey which is used for conducting questionnaires/surveys and again this is a US based company. As well as this google polls is also used and this may result in data being stored in the US.

We enter into contracts with these service providers that require them to comply with Data Protection Laws and ensure that they have appropriate controls in place to secure your information.

Dorset Mind is an independent Charity and affiliated to National Mind through a membership agreement. On occasions we may share your personal information with National Mind, when there is a reason to do so we will only share your personal information with National Mind with your consent.

In the event of a safeguarding concern Dorset Mind is required to share personal data with the safeguarding board, CAMHS, CMHTs, Emergency services, Multi Agency Safeguarding Hub and GPs.

Rights to access

You have various rights in respect of the personal information we hold about you – these are set out in more detail below. If you wish to exercise any of these rights or make a complaint, you can do so by contacting our Data team at Dorset Mind; 3 Stratfield Saye, 20-22 Wellington Road, Bournemouth, by email at datasecurity@dorsetmind.uk and by phone on 01202 315329. You can also make a complaint to the data protection supervisory authority, the Information Commissioner's Office, <https://ico.org.uk/>:

- **Access to your personal information:** You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal

information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests for access in writing, and provide us with evidence of your identity.

- **Right to object:** You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. Please contact us as noted above, providing details of your objection.
- **Consent:** If you have given us your consent to use personal information (for example, for marketing), you can withdraw your consent at any time.
- **Rectification:** You can ask us to change or complete any inaccurate or incomplete personal information held about you.
- **Erasure:** You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.
- **Portability:** You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.
- **Restriction:** You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.
- **No automated-decision making:** Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you. We do not currently carry out any automated decision-making.

Please note, some of these rights only apply in certain circumstances and we may not be able to fulfil every request.

Keeping your information safe

We take looking after your information very seriously. We've implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss.

Unfortunately the transmission of information using the internet is not completely secure. Although we do our best to protect your personal information sent to us this way, we cannot guarantee the security of data transmitted to our site.

Our websites may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or Web sites that have links on our site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

How long do we keep your personal data?

We will keep your data for no longer than reasonably necessary. Please see our retention policy for more information on this.

The cookies we use

We use the categorisation set out by the International Chamber of Commerce in their UK Cookie Guide.

We use all four categories of cookies:

- Strictly necessary cookies are essential for you to move around our website and to use its features, like our shopping basket and your account.
- Performance cookies collect anonymous information about how you use our site, like which pages are visited most.
- Functionality cookies collect anonymous information that remember choices you make to improve your experience, like your text size or location. They may also be used to provide services you have asked for such as watching a video or commenting on a blog.
- Targeting or advertising cookies collect information about your browsing habits in order to make advertising relevant to you and your interests. As such if you visit the Dorset Mind website you may then be more likely to see adverts about Dorset Mind's work on other websites as your browsing suggests that this is an area of interest.

No cookies, please

You can opt out of all our cookies (except the strictly necessary ones).

But, if you choose to refuse all cookies, our website may not function for you as we would like it to.

If you have any questions about how we use cookies, please contact us.