



General Data Protection Regulations – Privacy Notice from Disability North

The General Data Protection Regulations place a requirement on all organisations that process data to provide a Privacy Notice to every person they hold information about. This might just be your name and email or it might be application forms for positions you apply for.

Data Controller

Disability North is the Data Controller. That means we are an organisation that has some information about you.

How Disability North processes your data

Disability North complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -

- In order to offer our support service and maintain case notes.
- To keep you informed of any vacancies for Personal Assistant positions (For those who have requested to be added to our vacancies bulletin mailing list and our matching list).
- In order to facilitate our recruitment service, your application form is scanned and saved electronically and then sent via email or post to the service user who is recruiting.
- Personal data for our matching service will be stored electronically as well as a hard copy which is kept in a folder in a secure drawer. There will be times where this folder will be taken to Service Users so they can look through potential candidates to fill their vacancies.
- Names and email addresses for our vacancies mailing list will be stored electronically on a spreadsheet.

The legal basis for processing your data

Processing is necessary for the legitimate interests of Disability North. Essentially, we only keep the information we need in order to provide the service and/or support that we are offering you and our service users accessing our support.



Sharing your personal data:

With the following exceptions we do not share your personal data with any other organisations. If you accept a post with one of our service users the following will apply:

- Any DBS information is scanned and sent securely to the information officer at the Civic Centre.
- Your employer may ask us to pass the personal details that are needed on to our payroll service.
- There may be times when your personal data is shared with social services in connection with the employers care and support.

How long do we keep your data:

We will keep your application form electronically for 6 months after the recruitment has ended.

We will keep scanned copies of any DBS information electronically these will be deleted once the DBS is back.

If you are registered with our matching service or vacancies bulletin mailing list we will keep your data until you request to be removed. We will email you every 3 months to update your data, if you wish to be removed please email directpayments@disabilitynorth.org.uk.

Your rights regarding your personal data:

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Disability North holds about you;
- The right to request that Disability North corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Disability North to retain such data;
- The right to request that Disability North provides you with your personal data and where possible, to transmit that data directly to another organisation, (known as the right to data portability).



- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad:

Disability North do not transmit your data to any other country.

Automated Decision Making:

Disability North do not use your information in any automated decision making process.

Further processing:

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details:

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Disability North, The Dene Centre, Castle Farm Road, Gosforth, Newcastle upon Tyne, NE3 1PH, 0191 284 0480.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.





Consent

In order to provide some information, we need your explicit consent. You can agree to as many of these as you wish, or none at all. Whatever you decide, it will not have any effect on the other services we are providing to you.

Please tick the box beside any of the sections that interest you:

Yes please add me to the vacancies bulletin mailing list

A fortnightly bulletin summarising current PA vacancies with local employers.

Please send me further information on the Matching Service

Using a generic application form we will store your details which can be viewed by our Service Users when looking for PA support.

Information

We would like to occasionally be able to send you general information about the services and support we are currently offering.

Events

Disability North run a variety of events related to Disability Issues.

Training

Disability North run a range of training courses on a wide variety of Disability related topics.

Fundraising

As a small regional charity we need to raise funds to cover the costs of the services we provide, such as welfare rights and equipment advice.

Date: _____

Name: _____

Email Address: _____

GDPR. Privacy Notice—PA Recruitment & Matching Service. Version 1.



If you consent to any of the above and later wish to remove your consent, please contact: events@disabilitynorth.org.uk and we will no longer send you information on that topic.

Removing consent for any of the above items has no effect on the other services and support we are providing to you.

Disability North is a Registered Charity
Registered Charity Number: 514733