



## Privacy Statement

Here at Wakefield and District Society for Deaf People, we take your privacy seriously and will only use your personal data for the purposes listed. This notice provides details how this organisation collects and uses information (data) about you. We will not hold information about you without your knowledge and consent.

You can contact Wakefield and District Society for Deaf People in the following ways:

Telephone: 01924 375958

Mobile: 07760 482 372

Email: [enquiries@wakefielddeaf.org.uk](mailto:enquiries@wakefielddeaf.org.uk)

Wakefield and District Society for Deaf People need to collect the following information from you, and in other circumstances has obtained personal data from a range of external organisations to provide our service to you.

We will obtain permission from you to say that you have been informed that you are consenting to Wakefield and District Society for Deaf People's Data Controller holding and processing your personal data for the purposes specified.

Wakefield and District Society for Deaf People will hold the following information to provide an effective service to you:

- Name, address, DOB, email address and contact number
- Racial or ethnic origin and health conditions
- Preferred communication methods and housing situation
- Secondary contact details, if applicable

We will also hold information on assessments we may have conducted with you, equipment issued to you and all interactions with you.

The primary reason for collecting your personal data is to provide services such as:

- Information, Advice and Guidance
- Assessments and Equipment Loan
- Peer Support and Social Activities

We will also use your personal data to gather feedback about the services provided.

To enable us to provide our service to you we may share your information with other agencies or organisations that we believe will be of benefit to you. Where Wakefield Society for Deaf People do work in partnership with other agencies or organisations that requires data sharing, we will clarify which organisation is to be the Data Controller and will ensure compliance with the legislation. We will not work with organisations that do not comply with GDPR requirements.

We will not retain your information once it is no longer required for its stated purpose or required by law. Our timescales for data retention is as follows:

- If there was no assessment, service provided or equipment issued, your personal data will be erased after 1 year of last contact.
- If there was an assessment but no service provided or equipment issued, your personal data will be erased after 2 years of last contact.
- If there was an assessment, service provided or equipment issued, your personal data will be erased after 5 years of last contact.



We will contact you before we erase your personal data if you wish for us to retain your personal data.

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data and this will limit what support we can offer you, for example, we won't be able to send updates and in some case we may not be able to provide you with a service.

We will not share your personal data without your permission, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

### **Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that Wakefield and District Society for Deaf People hold about you, and/or the right to be given a copy of the data undergoing processing.

#### **Right to Rectification**

You have the right to request that Wakefield and District Society for Deaf People correct any personal data if it is found to be inaccurate, incomplete or out of date.

#### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

#### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### **Right to Portability**

You have the right to request Wakefield and District Society for Deaf People provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that Wakefield and District Society for Deaf People holds about you.

#### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

#### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)