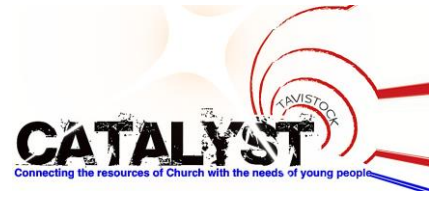


# Privacy and Data Security Policy



## 1 STATEMENT OF INTENT

- 1.1 CATALYST is committed to collecting, storing and using personal data in a safe and responsible manner at all times and for holding this data for no longer than necessary.
- 1.2 This document informs you of our policies regarding the collection, use and disclosure of personal information.

## 2 Personal data that we hold

- 2.1 CATALYST stores names and email addresses of anyone who wishes to be kept informed of our work.
- 2.2 We store postal addresses of anyone who makes a gift aided donation to CATALYST.
- 2.3 We hold personal data of job applicants and CATALYST volunteers for the duration of the application process or term of engagement.

## 3 How we collect personal data

- 3.1 CATALYST operates a website <https://www.tavistockcatalyst.com/> and a Facebook page <https://www.facebook.com/tavistockcatalyst> through either of which a request can be made to receive news updates by email.
- 3.2 Anyone who offers financial support to CATALYST is asked if they wish to gift aid their contribution, in which case a postal address is collected for HMRC gift aid submission.
- 3.3 Applicants for CATALYST jobs and people who volunteer for schemes such as mentoring complete the relevant application forms with their personal information.

## 4 How we use personal data

- 4.1 CATALYST will not share your personal data with anyone else except for the purpose of claiming gift aid on financial gifts where names and postal addresses are required by HMRC
- 4.2 We use email addresses to send occasional news and updates.

# Privacy and Data Security Policy



## 5 Data storage

- 5.1 Personal data is held on a secure, password protected computer only by the CATALYST treasurer or officers who need access. The treasurer uses data from donors. Director of Youth Work holds data on volunteers. The CATALYST chairman or designated trustee holds information on employees. The CATALYST Safeguarding Officer uses data on volunteers or employees who require DBS checks.
- 5.2 Personal details provided by employees or applicants for jobs will be kept confidentially and will not be used for any other purpose.
- 5.3 All personal information will be held no longer than necessary:
  - 5.3.1 Employee personal information will be deleted one year after the period of employment ends
  - 5.3.2 Personal details for an unsuccessful job applicant will be deleted at the end of the application process
  - 5.3.3 Email addresses on the supporters list will be deleted on the request of the individual at any time
  - 5.3.4 Postal addresses of donors who gift aid their donations will be deleted one year after the final gift aid submission to HMRC.

## 6 Data breach

- 6.1 A log is kept by the Data Controller of any breach of privacy reported by employee, trustee, volunteer, supporter or member of the public.
- 6.2 Any major breach of security will be reported to the Information Commissioner's Office

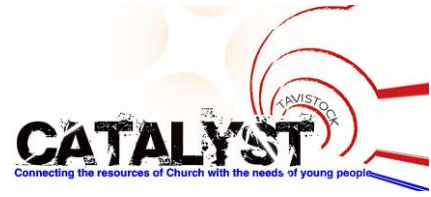
## 7 Your rights

- 7.1 You may ask for a hard copy of any personal information about you that we hold, and we will aim to supply it within 14 days.
- 7.2 If you ask to be removed from our supporters list, we will aim to do this immediately.

## 8 Our responsibilities

- 8.1 CATALYST trustees have the responsibility for implementing and monitoring the effectiveness of this policy.
- 8.2 Trustees will designate a Data Controller from amongst their number

# Privacy and Data Security Policy



## 9 MONITORING AND REVIEW OF THE PROCEDURE

- 9.1 CATALYST trustees will receive a copy of the Privacy and Data Security Policy. The policy will be reviewed annually by the Managing Trustees.
- 9.2 If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.