

Privacy notice – Aspire all other contacts

Why do we hold your data?

We have a number of different contact groups and the personal information we hold enables us to contact you for reasons such as:

Friends of Aspire:

- Keep you up to date with Aspire news
- Give you updates of coming events

Aspire's business contacts:

- Conducting business communication
- Keep you up to date with Aspire news

Family carer:

- Informing you of changes or updates to the service we provide
- Sending you Aspire performance information such as CQC inspection reports
- Keep you up to date with Aspire news

Customer or employee emergency contact information:

- Contacting you in case of an emergency

What personal data do we hold?

For Aspire to contact you we need to hold your information. The General Data Protection Regulation (GDPR) requires us to only hold information that is required and that we have a 'Lawful Basis of processing'. The table below provides examples of the data we hold and the Lawful basis of processing.

Further information on Lawful basis of processing can be found on the information commissioner's office website <https://ico.org.uk/>



Contact group	Data we hold	Lawful basis of processing	Special Category Data
Friends of Aspire	Name	Consent	No
Friends of Aspire	Email address	Consent	No
Business contact	Name	Legitimate interest	No
Business contact	Email address	Legitimate interest	No
Family carer	Name	Legitimate interest	No
Family carer	Address	Legitimate interest	No
Family carer	Email address	Legitimate interest	No
Emergency contact	Name	Legitimate interest	No
Emergency contact	Email address	Legitimate interest	No
Emergency contact	Address	Legitimate interest	No

If we hold your information under Consent you can withdraw your consent at any time and we will remove your personal data from our records.

If we hold your information under Legitimate interest you have a right to object to us using your information which you can do by using the contact information below.

How your information is stored

Your information is stored in electronically and in paper format. Access to your personal information is limited to only those individuals who are authorised to do so.

Information sharing

Where we do not directly provide a service (for example IT and software providers) we may need to pass your personal data onto the organisations that do. Information will only ever be shared when it is necessary to help us provide effective services and it is done so under contract, which states how those companies must keep your data safe.

We may need to share the personal information you have given to us with organisations such as the police or other government bodies. For example, where it is:

- to prevent serious harm to others
- to help prevent or prosecute crime
- as a requirement of statute law
- because a court has asked for it

We will not share nor sell your information to anyone for marketing purposes.



Automated decision making

Aspire has no computer systems in use that make automated decisions.

Access to personal information

You can request access your information at any time by contacting us using the contact information below. Where possible we will comply with your request but sometimes this is not possible. If it is not possible for us to comply with your request we will contact you to let you know why.

How you can contact us

If you have any questions about this privacy notice, have any concerns about the data we hold and how it is used or would like to notify us of a possible data breach please contact us:

Email: info@aspirecbs.org.uk
Post: Information Compliance Officer
Aspire Community Benefit Society
Westfield Chambers
Lower Wortley Road
Leeds
LS12 4PX

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice is v2.0 and was last updated on 21 May 2018.

