

COMMUNITY FUTURES

Data Protection - An Introduction

2024



COMMUNITYFUTURES.ORG.UK

Data Protection at Community Futures - An Introduction

Who we are?

We are Community Futures
Brentwood House
15 Victoria Road
Fulwood
Preston
PR2 8PS



Telephone: 01772 717461

Email: admin@communityfutures.org.uk

What we need?

Community Futures will be what is known as the “Controller” of the personal data you provide to us. We will only collect basic personal data about you which includes your name, address, telephone number, email etc. together with information you have given us and information that we receive from third parties

What we do with it?

Your information will be used to state information here as to what data will be used for

Your personal information will be treated as confidential but it may be shared with other Community Futures services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver. We will only use your information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection law.

We will not disclose your personal information to third parties for marketing purposes.

What are your rights?

You have the right to:

- request a copy of your information (known as a subject access request)
- request rectification or erasure of your information,
- request a restriction on the processing of your information, and,
- object to processing of your information,
- complain to the Information Commissioner’s Office about the way the Council processes your information.

If you require further information about the use of your data or would like to exercise any of the above rights, please contact:-

Community Futures
Brentwood House
15 Victoria Road
Fulwood
Preston
PR2 8PS



How long we keep your information

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years but in the case of childcare we are required to hold the data of each child in our care until they reach 21 years (or 25 years if suffering from identified special needs)*.

More information on our retention schedule can be found online.