

COMMUNITY FUTURES

Collecting and Retaining Personal Data

2024



COMMUNITYFUTURES.ORG.UK

Why does Community Futures collect and retain Personal Data?

In order to provide you with efficient and effective services Community Futures needs to collect personal data.

The charity may also need to share your personal data with other parties who for example: are contracted to carry out services on their behalf.

These providers are obliged to keep your personal details secure and use them only to fulfil your service request.

Community Futures will process the information you provide in a manner that is compatible with the Data Protection Act and in particular aims to comply with the principles stated above.



The Charity will use information about you for the provision of services and specifically for the following:-

- for all law enforcement, regulation and licensing, criminal prosecutions and court proceedings which the charity is obliged to undertake
- all financial transactions to and from the charity including payments, grants and benefits; where monies are due or outstanding the charity reserves the right to use all the available information at its disposal to protect charitable funds
- for the processing of membership, beneficiary and user details for the purposes of invites to the AGM and other events, posting of ebulletins and newsletters and general communication
- for the provision of childcare in our nurseries, pre-schools, out of school and holiday facilities we are legally required to have child data and parental consent to collect that data and care for the children, process funding claims under the NEG and other systems in place and take photos of children, administer medicine etc.
- provide feedback and report to grant and statutory funders and stakeholders on the impact of funding received including the provision of case studies

Your information will only be held as long as necessary and will be disposed of in a secure manner when no longer needed. The periods for retention of information are specified in the charity's Retention Schedule.

The charity is developing a centralised customer database to improve service delivery. In the future the intention is that a change of address will only need to be reported once and the information will be relayed to all the services that use the database, so you won't have to supply the same information repeatedly.

Sharing information with other partner agencies

The charity has a responsibility to promote social well-being and to work with partner agencies such as the local authority, Police, Fire and Rescue Service, other voluntary services and the Health Service in order to preserve life, reduce accidents, reduce crime and disorder and improve health. To promote this social well-being the charity may need to share your personal and sensitive information with others.



The sharing of sensitive personal data where your consent has not been directly secured will only occur in order to promote community well-being for example in saving life, reducing crime, reducing accidents and improving health and will be on a “need to know” basis.

Sharing information with the Cabinet Office

This charity is required by law to protect the charitable funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering charitable funds, in order to prevent and detect fraud and ensure its funds are used to meet the charitable aims of the organisation.

Further Information

If you require further information about the use of your data or wish to make a subject access request for copies of your personal data held by Community Futures please contact:

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