

Pathway C.I.C. Privacy Policy - 26/11/2023

Pathway C.I.C.

07771925556

markberry@pathwaycic.org

The type of personal information we collect

We currently collect and process the following information:

- Name
- Contact details – Email and/or Telephone number
- Address where necessary
- Criminal record data for clients

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- In order that we can remain in contact with you.
- In order that we can maintain safe practice and securely.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Prison Offender Management Unit.
- Probation.
- Police Management of Sexual and Violent Offenders team.

We use the information that you have given us in order to maintain safe practice. We may share this information with Police and Community groups for safeguarding reasons only.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Pathway C.I.C.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored, electronically and/or in secure storage.

We keep contact information for 3 years and Criminal record information for the duration of your involvement in Pathway Mentoring CIC. We will then dispose your information by deletion and/or shredding.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact using the details at the top of this policy if you wish to make a request.

Pathway Mentoring CIC is registered with the ICO

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Pathway Mentoring CIC

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>