

WANSTEAD HOUSE COMMUNITY ASSOCIATION PRIVACY NOTICE

GENERAL

Wanstead House Community Association (“the Association”) is a registered charity providing facilities for its local community, constituent groups and members at Wanstead House. A wide range of classes and activities are available for all ages which are run by independent organisers, many of which will have their own privacy policies. Some of those organisers supply information to publicise their activities on our website and in our brochure. The Association is managed by a Committee of Trustees elected by its members save for two Councillors from the London Borough of Redbridge who are appointed by the Borough.

The policy of the Association is to only ask for that necessary personal information of:

- a) members for the purposes of your membership with the Association and regulatory audit;
- b) committee members for the purposes of regulatory requirements and effective administration of the Association;
- c) employees for the purposes of employment, pensions, taxation and any other legal requirements, regulatory audit, pay-roll processing and of your contracts with the Association and associated administration;
- d) volunteers for the purposes of your work with the Association and legal requirements;
- e) hirers for the purposes of your contracts with the Association and associated administration;
- f) processing enrolment to the Redbridge Institute of Adult Education (“RIAE”) at the direction and control of the Institute.

For the safety and security of all users of Wanstead House recorded CCTV in the public areas of Wanstead House and its surrounding private grounds. Information recorded is used for the main purpose of crime prevention and enforcement action.

As an organisation we are committed to protecting and respecting the privacy of all involved with the Association.

Wanstead House Community Association is what is known as the “Controller” of the personal information that is provided to us with the exception of RIAE enrolments. It can be contacted through the Centre Manager at 21 The Green, Wanstead, London, E11 2NT or office@wansteadhouse.org.uk

The Association is a Data Processor for the RIAE, which is part of Redbridge Borough Council. The London Borough of Redbridge is the Data Controller for the Redbridge Institute of Adult Education. It can be contacted through its Data Protection Officer, at 8th Floor Rear, 255-259 High Road, Ilford, Essex IG1 1NY or data.protection@redbridge.gov.uk.

WHY WE NEED YOUR DATA

To be able to function as a membership organisation we need to be able to process memberships and communicate with our members, whether they be constituent bodies or individuals. These organisations, individuals and the Association have a legitimate interest in such communications about the Association's activities that go beyond the membership contract. Personal contact details of organisers are required for these purposes and may be required for individual members who do not attend Wanstead House on a regular basis. The members of the Association in General Meeting is one of the governing bodies of the Association.

Promotional material about the activities of the Association is provided on our website and in our brochure. Any personal information contained within these publications is at the request of the organisers or individuals concerned. It is not requested by the Association. We do not use other forms of social media

To be able to operate the Association under the terms of its Constitution the managing Committee need to communicate with each other and with Wanstead House staff and volunteers. Personal contact information is required for these purposes. This is also required for members of the Committee for the purposes of anti-money laundering regulation, financial audit and Charity regulation.

Personal information of staff is required pursuant to terms of employment, communicate with staff, to determine suitability for the position and legislation as to eligibility to work, pensions and taxation.

Personal information of volunteers is required to be able to communicate with you and to determine suitability for your role in assisting the Association.

Contact details for hirers of our facilities is required to enable the Association to communicate with you to facilitate your contracts with the Association.

At the request of RIAE the Association collates completed enrolment forms for the Institute together with payment information.

WHAT WE DO WITH YOUR DATA

The record of members is kept for internal purposes only and is not shared with third parties save for the Association's bookkeeper and financial auditors. In addition to our auditors, other regulators such as the Charity Commission may be entitled to have access to this as part of their regulatory function.

Personal information concerning employees and remunerated volunteers is processed by the House Manager and in absentia the Assistant Manager. Personal information relating to salary, holiday entitlement, statutory sick pay, pensions, national insurance, deductions for national insurance and income tax is also processed by our pay-roll provider and by our bookkeeper for the purposes of preparing the annual accounts. Other than with the Association's auditors it is not shared with any other third parties.

Personal information concerning volunteers is processed by the House Manager and in absentia the Assistant Manager. It is not shared with any third parties.

Personal details of the members of the managing Committee are shared with the Charity Commission in accordance with regulatory requirements, the Association's bookkeeper for the purposes of producing the accounts and our auditors.

Contact details of those who use the facilities at Wanstead House are only used for the purposes of communicating with these organisers and organisations. This information is not shared with any third parties.

Other than collating personal information in paper form at the request of RIAE the Association undertakes no other processing of that data which is delivered to the Institute. Data is not retained thereafter. It is not shared with any third parties.

Personal data of staff, volunteers and committee members is kept securely and locked away with access restricted to managers.

Contact information for users of Wanstead House and contractors is kept securely in the office. RIAE personal information is kept securely in the office until its transfer.

HOW LONG DO WE KEEP YOUR DATA?

The Association only keeps personal information for a period of 6 years after an individual's involvement with the Association ceases. After that it is deleted or destroyed. The exception to this is that information which the Association is required to publish in its Accounts for regulatory purposes and are retained as an historical archive. Members are responsible for keeping their own contact information up-to-date.

Information provided by individuals enrolling with the RIAE is retained in paper form and is delivered to RIAE as soon as is reasonably practicable. It is not kept for longer than two weeks.

OUR WEBSITE

Our website uses "analytical" cookies (a small text file downloaded to your device), to compile anonymous visitor statistics eg to count overall visitor numbers, what visitor platform is used eg Windows/Apple or mobile/desktop or to work out which pages are most popular, which helps us to ensure the website is working properly.

Our website may contain links to other websites. This privacy policy only applies to the use of our website. We cannot be responsible for other websites even if accessed via links to our website.

CCTV

For the safety and security of all users of Wanstead House recorded CCTV in the public areas of the House and surrounding grounds. Its purpose is to discourage and reduce crime, disorder, anti-social behaviour and the fear of crime by helping to provide a safer environment for those who use and visit Wanstead House.

The main purpose of the CCTV system is to provide the Police with assistance to detect, deter and prevent crime and disorder; to help, identify, apprehend and prosecute offenders; to provide

the police/Association with evidence to enable criminal and/or civil proceedings to be brought in the Courts.

The information we collect through the CCTV system is live video recording images of an identifiable individual 24 hours a day.

Information may be shared with other agencies such as the police, fire brigade, ambulance and other relevant agencies as required in the event of an emergency, prevention or detection of crime.

Evidence supplied to the police for criminal cases is retained for 1 year. Evidence supplied for civil cases is retained for 3 months after the conclusion of the civil case. However, all other footage that is not used is automatically deleted off servers after 30 days.

WHAT ARE YOUR RIGHTS

An individual who has supplied personal information to the Association can ask for a copy of the data the Association holds about them. If at any point you believe the information we process on you is incorrect you can request to see this information, and have it corrected or deleted in some circumstances or withdraw consent for promotional material. Members and committee members have the right to ask the Association not to process their personal data. However, in those circumstances it would not be possible to continue membership or to serve on the management committee.

If an Association member or official or a hirer of our facilities provides information about another person, it is their responsibility to ensure that the other person has given their explicit consent to the processing of their personal data.

If you wish to raise a complaint on how we have handled your personal data, you can contact us through the Centre Manager to have the matter investigated. Please write to the Centre Manager at 21 The Green, Wanstead, London, E11 2NT or office@wansteadhouse.org.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>.

SAFEGUARDING

To comply with laws on safeguarding children and adults in need having regard to the Association's safeguarding policy, for social protection and for the purposes of our public liability insurance we may need from time to time to process personal information relating to:

- persons we may wish to appoint whose role includes supervision of children and/or adults in need in the absence of a carer, parent or guardian
- individuals participating in our events
- persons raising safeguarding concerns with us
- persons having a safeguarding need which has been identified to us

All safeguarding sensitive information is confidential and is processed according to our legal requirements. Confidential information is maintained securely by our safeguarding team on free standing password protected systems and/or password protected files. In some instances that information may need to be shared with one or more of the managing Committee, other safeguarding officers in other organisations, Social Services or the Police depending on the circumstances. Sharing of safeguarding information is governed by Law and is undertaken in accordance with our Safeguarding Policy. In extreme circumstances processing may also be in the vital interests of the individual or involve social care.

CHANGES

Any changes to this Privacy Notice will appear on the Association's website.

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