

Privacy Notice

Burton Albion Community Trust (BACT) is committed to protecting your privacy. This Privacy Notice explains how we collect, use, store, and safeguard your personal information.

As the data controller, we ensure your data is secure and protected from unauthorized access or use. This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we will store and handle that data and keep it safe. It is likely that we will need to update this Privacy Notice from time to time and we will continue to keep this notice updated on our webpage.

Personal Data We Collect

Personal data refers to any information that identifies an individual. We collect, use, store, and process personal data from:

- Participants (and their parents/guardians if under 18 years old)
- Employees and Trustees
- Service users and service providers

This data is provided when you register with the Trust, complete booking or enrolment forms, employee/trustee personal details forms, or service-level agreements. It may include:

- Identity Data such as: Name, date of birth, and gender
- Contact Data such as: Address, email, phone number, emergency contact details
- Financial Data such as: Bank account/payment card information
- Health information (classified as special category data), used only with explicit consent for health, wellbeing, welfare, and safeguarding purposes

Why We Need Your Data

We only use your personal data for the purposes for which it was provided. We process your information to:

- Deliver BACT programmes and services as per our strategic plan
- Fulfil contractual obligations to participants, employees, trustees, service users, and providers
- Report to funders of certain programmes that we deliver

Who We Share Your Data With

We may share your personal data with select third parties, ensuring they process it only for specified purposes and in accordance with our instructions. This may include legal obligations or to protect the safety of participants, employees, trustees, service users, and providers.

How We Protect Your Data

We will treat your data with the utmost care and take the appropriate steps to protect it. We have implemented appropriate security measures to prevent unauthorized access, loss, misuse, or alteration of your personal data.

We secure access to all transactional areas of our websites and other systems using ‘https’ and SSL encryption technology and adhere to Payment Card Industry standards for processing card transactions. In addition, we limit access to your personal data to those employees, and other third parties who have a business need to know.

We monitor our systems for possible vulnerabilities and where any suspected personal data breach occurs we will notify you and any applicable regulator where we are legally required to do so.

We have in place appropriate security measure to prevent your information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your information to those employees, contractors and other third parties who have a business need to know.

How Long We Keep Your Data

- Participants, service users, and providers: Data is retained for **two years** after disengagement, unless requested for earlier deletion.
- Employees: Data is retained for **five years** post-employment, as per legal requirements.

Your Rights

As a data subject, you have the right to:

- Request access to, correction, or deletion of your personal data
- Restrict or object to processing, including marketing
- Request data portability
- File a complaint with the Information Commissioner’s Office (ICO)

Providing personal data is optional, but failure to do so may prevent access to Trust services.

Updates to This Privacy Notice:

We may update this notice periodically and will inform you of any significant changes.

For any questions or complaints, please contact Head of Community, Katie Johnson at the phone number/email at the top of this document.