

# **The Markfield Project Privacy Notice**

## **Protecting your information and your rights to view your records**

### **About Markfield**

Markfield is an inclusive community hub where people can play, socialise and get information and support.

### **How we use your information**

This privacy notice explains the processes that are in place at Markfield for the following:

- Why we collect information about you
- How we use the information we hold about you
- How we keep your information confidential
- Your rights
- Who we may share your information with

### **Why we collect information about you**

We aim to provide you with the best services and support we can. To do this we need to keep records about you and your support needs and the services that you attend at Markfield.

These records may include:

- Basic details about you, such as address, date of birth
- Information about contact we have had with you such as services you have attended
- Records about the support that you have received at Markfield or has been provided by other professionals or a third party such as a school or medical report with your prior consent

We will always:

- Discuss and agree with you the information that we will record about you
- Give you the information that we have recorded about you, if you ask to see it

### **How your records are used**

We use your records to:

- Make sure the services we provide are appropriate and relevant to you
- Communicate with you
- Work effectively with other professionals providing you with support and advice
- Provide our funders with aggregated anonymised data regarding our services
- Allow you to work with us (staff, volunteers and work experience)
- To comply with our legal responsibility (eg reporting to OFSTED)

### **How we keep your records confidential**

We have a duty to

- Maintain accurate records of the support, advice and services we provide to you

- Keep records about you confidential, secure and accurate
- Provide information in a format that is accessible to you and jargon-free (eg with symbols and pictures to help you understand or large typeface if you are partially sighted)

We will not share information that identifies you for any reason unless:

- You ask us to do so
- We ask and you give us specific permission

**In exceptional circumstances we may share your information without your permission if:**

- We are required to do this by law, or
- We believe that the reasons for sharing are so important that they override our obligation of confidentiality (eg safeguarding someone from being harmed).

## Your rights under the General Data Protection Regulations (GDPR)

The individual that the personal data being processed relates to has the following rights under the GDPR:

- The ***right to be informed*** – to be told what data about them is being used, why and for what purpose;
- The ***right of access*** – the right to be allowed to see what data is held on them if they request it;
- The ***right of rectification*** – if the data is wrong, the right to have it corrected
- The ***right to erasure*** – to demand the erasing all data on them if they withdraw their consent to processing.
- The ***right to restrict processing*** – they can demand that organisations stop using their data unless they have a legitimate legal basis for continuing to do so;
- The ***right to data portability*** – they can decide to move their data to another processor and organisations have to provide them with all their data;
- The ***right to object*** – to use of their data and organisations must stop using it unless they have an overriding legitimate reason to continue;
- ***Rights in relation to automated decision-making*** or profiling – they can demand that automated decisions about them are reviewed by a human.

For further information visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you wish to obtain a copy of your records send your request in writing to [enquiries@markfield.org.uk](mailto:enquiries@markfield.org.uk) **Record Request** in the subject line or by post to:

Records Manager  
Markfield  
Markfield Road  
N15 4RB

You will need to provide a form of ID such as a driving licence or passport before any information can be released.