

# **This privacy notice is for service users and supporters of Gateway 4 Women**

It tells you what we do with your personal information, how we make sure that what we do is lawful, how long we keep it and your rights as an individual.

Wherever possible Gateway 4 Women will only collect, use and store information about you that you have willingly provided. We aim to be open about collecting information and clear about what we will use it for.

## **About us**

Gateway 4 Women is part of Cumbria Gateway, a company limited by guarantee (not for profit); our business model is a social enterprise. Gateway 4 Women offers a friendly, welcoming, non-judgemental, women-only space for ALL women to access support, meet new people, develop their skills, gain confidence and improve overall wellbeing.

## **Data controller**

Gateway 4 Women is the data controller where we are responsible for deciding what is done with your personal information.

## **When we are contracted to do work for another organisation**

When Gateway 4 Women acts under instruction from another organisation we are what is called the data processor and the other organisation the data controller. There will be a contract in place which will tell us what to do with your information.

If any of your personal data is being used for a purpose that is not controlled by us, you will be given a different privacy notice by the data controller which will tell you all about it.

Your rights are unlikely to be affected if your information is used in this way.

The person responsible for compliance with data protection in Gateway 4 Women is *Vanessa DeCastro (Development Manager)*.

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

If anyone can be identified by any information that we collect, this information is called 'personal data'. Data protection law says that Gateway 4 women must have a reason or 'purpose' for collecting and using personal data.

Our purposes are to:

- Deliver our services
- Manage our relationship with you
- Develop new ways to meet our clients' and supporters' needs
- Improve our service delivery
- Keep internal records
- Support volunteering

## **Personal Data we may collect about you:**

- Your name and contact details
- Information about your needs

- Women may self-refer or we may be given information about you from referring organisations or medical practitioners to help us to provide our services for you. We will tell you what we have received and who gave it to us if this is the case.
- Details of your visits to our website including your IP address.
- Any comments you may post about us on social media sites
- Information gathered by the use of cookies in your web browser to help us evaluate use of our site (for example popular areas) and improve the functionality of our site. To find out more about how we use cookies, [click here](#).

### **How we ensure that the processing we do is lawful**

Gateway 4 Women cannot use your personal data for any reason unless we have a legal basis to do so. Those that we use are:

#### *Deliver our services*

- The data subject has given consent to the processing
- The processing is necessary for compliance with any legal obligations to which the data controller is subject, other than an obligation imposed by contract
- The processing is necessary in order to protect the vital interests of the data subject

#### *Manage our relationship with you*

- We have a legitimate interest in using your information. This information allows us to process queries effectively.

#### *Develop new ways to meet our clients' and supporters' needs*

- We have a legitimate interest in using your information. For example, we may develop new methods of service delivery.

#### *Improve our service delivery*

- We have a legitimate interest in using your information. We may use feedback given to us.

#### *Keep internal records*

- The processing is necessary for compliance with any legal obligations to which the data controller is subject, other than an obligation imposed by contract

#### *Support volunteering*

- The processing is necessary- for the performance of a contract to which the data subject is a party, or for the taking of steps at the request of the data subject with a view to entering into a contract

### **Special Category Personal Data**

This includes information about race, ethnic origin, religion, health, sex life and sexual orientation.

These types of personal data require additional protection. This is because use of this data could create significant risks to the individual's fundamental rights and freedoms.

The presumption is that this type of data needs to be treated with greater care because collecting and using it is more likely to interfere with these fundamental rights or open someone up to discrimination.

#### *Where we process Special Category Data we do so because:*

- the data subject has given explicit consent to the processing of the personal data for one or more specified purposes.

- processing is necessary to protect the vital interests of the data subject or another natural person where the data subject is physically or legally incapable of giving consent
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or the data subject in the field of employment and social security and social protection law

If you give consent you have the right to withdraw this at any time by contacting us in writing using the address or contact details given in this privacy notice.

If you disagree with us using your personal data for one or more of our legitimate interests let us know in writing and we will stop using it for that purpose.

### **How long do we keep your information?**

We keep contact details for clients, volunteers and supporters with whom we have/have had a working relationship and for organisations or individuals who contact us, for six years after the last contact.

For more details see our retention schedule.

### **Sharing Your Personal Information**

Gateway 4 Women does not share your personal information with any third parties, other than those listed below.

When we share your personal data with these third parties who perform services for us, we require them to take appropriate steps to protect your personal information, and only to use the personal information for the purpose of performing those specific services.

We currently use:

<b>Name of company/organisation</b>	<b>The service they perform for us, or their function</b>
Microsoft	IT hosting
Eclipse	IT maintenance
Peninsula & Bright HR	HR function
James W A Cruickshank & Co.	Accountants
Virgin Money	Banking
Eclipse	Telephone (land line)
O2	Mobiles
Nationwide Optional Waste Solutions Ltd	Confidential waste disposal
Website, Facebook*	Social media
*Carlisle City Council, OPCC, MOJ	Funding platform

\*Please be aware that these organisations are data controllers in their own right and we encourage you to read their privacy notices

We will never sell or distribute your personal information to any other third parties or make it public unless we have a legal obligation to do so.

If we provide links to websites of other organisations, this privacy notice does not cover how that organisation processes personal information. We encourage you to read the privacy notices on the other websites you visit.

Some of the personal data that we collect is processed outside the UK. This is a restricted transfer and so we ensure that a standard contractual clause recognised by the Information Commissioner's Office (ICO) is in place as a safeguard.

## **Your Rights**

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

### *Your right of access*

You have the right to ask us for copies of your personal information. This right always applies.

### *Your right to rectification*

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

### *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 information in certain circumstances.

### *Your right to object to processing*

You have the right to object to processing if we are able to process your information because it is in our legitimate interests, for statistical purposes or direct marketing purposes.

### *Your right to data portability*

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you.

### *Your right in relation to automated decision making and profiling.*

Cumbria Gateway does not use any of your personal data to make automated decisions. We do not create profiles of our clients, however we may do this for supporters, in order to ensure that they only receive information that is appropriate for them. You have the right to stop us doing this and can do so by contacting us in writing at the address given.

For more information about your rights you can visit the ICO website <https://ico.org.uk>

## **How to complain**

If you are unhappy about the way we handle your personal information please let us know verbally or in writing by contacting us at the address given below.

We will explain how we have processed your personal information and if we have made a mistake will tell you how we will put this right.

If you are still dissatisfied, you may report your concern to the Information Commissioner's Office (ICO) by contacting:

Wycliffe House, Water Lane, Wilmslow SK9 5AF  
Tel. 0303 123 1113

## **Contacting us**

If you have any questions about this Privacy Notice, the practices of our website, or your dealings with the site, please contact us at:

Gateway 4 Women

Lorne Street

Denton Holme

Carlisle

Cumbria

CA2 5DU

You can call us on 01228 212090

or email: [admin@cumbriagateway.co.uk](mailto:admin@cumbriagateway.co.uk)