



Privacy Policy

We keep our privacy notice under regular review will help ensure that you are always aware of what information we collect and how we use it.

Unless stated, your personal data is being collected and processed by, or on behalf of, Sussex Deaf Association.

If you have any concerns about how the organisation is handling your personal data, these can be raised with the Manager of Sussex Deaf Association.

What information do we collect about you?

Whilst using Sussex Deaf Association services, you may be asked to enter personal data on one of forms. 'Personal data' means any information relating to an identified or identifiable natural person.

The information requested will be the minimum necessary in order to provide our services effectively, and may include your name, contact details, and other personal data.

In some cases, we may request sensitive personal data, such as ethnic origin or religious belief, but only when necessary to provide the service requested.

All organisations and local authorities have a duty to improve the health of the population they serve. To help with this, we use data and information from a range of sources to understand more about the disabilities people have in the local area.

Important information about the processing of your personal data

- The purpose of the processing will be the service or function for which the information is being collected, and your personal data will not be used for another purpose, unless provided for by law
- The Sussex Deaf Association may share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences
- We will not process your personal data unless it is necessary to do so in order to comply with a legal obligation, perform a public task, or to exercise official authority
- In performing the service or function, it may be necessary for us to share some of your personal data with external organisations or internal departments.

- We will not transfer your personal data to other countries or international organisations without adequate data protection
- Your personal data will only be held for as long as necessary for the performance of the service or function. This period will vary depending on the service or function being performed, and further details can be found in our Records Review and Retention Schedule
- You have the right to request access to your personal data being processed by us.
- You have the right to request the rectification, erasure, or restriction of processing of your personal data. Such requests should be made in writing to the Sussex Deaf Associations Manager.
- If the processing of your personal data is based on your consent, you have the right to withdraw this at any time. Please note, withdrawal of your consent will not affect the lawfulness of any processing that took place prior to this
- Whilst concerns about the processing of your personal data should be raised with our Manager in the first instance, you have the right to lodge a complaint with the Information Commissioner's Office
- If we are requesting your personal data, it is because it is necessary and relevant to the service or function being performed. As such, if you withhold information, it is likely that we will not be able to perform the service or function, or there will be a delay in doing so
- Your information will be held and transferred securely at all times and we will ensure that nobody has access to it who shouldn't. Where necessary, we will use encryption to ensure the security of your transactions
- Communications with the Sussex Deaf Association (including online transactions) may be subject to monitoring and recording only for purposes permitted by the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. See below.

Online Transactions

This statement only applies to the Sussex Deaf Association. The Sussex Deaf Association fully complies with the Data Protection Act 1998.

Personally Identifiable Information: The Sussex Deaf Association will only collect personal information when you specifically and knowingly provide it to us. Examples of personal information are: a) your name b) your address c) your telephone number d) your e-mail address.

Non-Personally Identifiable Information: Aggregate or summary information is collected automatically by our system e.g. number of visitors to the site. In order to do this we may need to send cookies to your PC. This information is used to monitor use of the web site and will not contain information that can identify you as an individual.

Privacy statement changes: The Sussex Deaf Association may change this privacy statement at any time. You are advised to read this statement each and every time so that you are satisfied with the privacy conditions under which you provide The Sussex Deaf Association with your personal information.

Cookies: A cookie is a small text file on the user's browser and hard drive that uniquely identifies the user's browser. There are two types of cookies: persistent cookies and session cookies. Session cookies are temporary and are erased when the browser exits. Persistent cookies remain on the user's hard drive until the user erases them or until they expire. If, for example, you are using Microsoft Internet Explorer and you wish to block The Sussex Deaf Association website cookies, you can perform the following:

On your browser tools menu, select 'Internet Options' Click on the 'Privacy' tab and then on the 'Edit' button Type into the 'Address of website' field: www.sussexdeaf.co.uk or www.sussexdeaf.com

Click on the 'Block' button Click on the OK button

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MC Signature 24/4/18

