

## **DATA PRIVACY NOTICE**

**Our policy explains when and why we collect personal information.**

### **1. Who are we?**

We are a local charity called Scarborough And Locals Together Limited, registered charity no. 1152532, company no. 9351849, contact details below. The trustee team is the data controller.

### **2. What type of information do we collect and why**

We collect a small amount of information i.e. names, addresses and a contact telephone number. We need this information to carry out our charity's objectives as set out in our governing document.

### **3. How is your information used?**

It is used to provide goods and services paid for by the charity to its beneficiary's and is passed onto suppliers for delivery of goods. It is not used for any other purpose.

### **4. How long is your information kept?**

We keep paperwork for goods and services for 6 years together with our charity's financial accounts. After this time records are destroyed.

### **5. Keeping your information safe**

All charity records are kept in a secure office on the shop premises. Names and addresses of beneficiaries are also kept on computer on a password protected database together with details of the goods provided by the charity. Customer names and addresses are also recorded temporarily to enable donations to be collected and bought shop items to be delivered.

### **6. Further processing**

CCTV records in the shop 24/7 and recordings are kept for 10 days

Volunteer's personal information is kept in a secure office and when a volunteer leaves the charity this information is destroyed. Access is available to all volunteers and information can be changed at any time.

### **7. Contact details**

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