



S.M.I.L.E

Privacy and data policy



St. Martin's Church Hall . Off Broadway . Fulwood . Preston . PR2 9TH
07582 535715 . hello@smilepreston.co.uk . www.smilepreston.co.uk

Registered Charity: 1098658

A stylized illustration of a person with their arms raised in a celebratory gesture. The person's head is a solid pink circle with a white smile. Their torso is a light blue shape, and their legs are a darker teal shape. The right arm is raised high, holding a pink heart shape.

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Data Protection Policy.

S.M.I.L.E. (Preston)
St. Martin's Church Hall,
Off Broadway,
Preston.
PR2 9TH

Telephone 07582 535715
E-mail. info@smile-preston.co.uk
website. www.smile-preston.co.uk

The Data protection Act 1998 covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The Act applies to people or organisations that use or hold such personal data.

The Act is based on the right of the individual (the Data subject) to know what information is being held about them The Act sets out principles to ensure that personal data is:

- Processed fairly and lawfully
- Obtained only for specified purposes
- Relevant to the purposes for which it is processed
- Accurate and kept up to date
- Not kept longer than necessary
- Processed according to the rights of the data subject under the Act
- Protected against unauthorised processing, accidental loss or damage
- Not transferred outside the European Union (including via websites)



S.M.I.L.E. (Preston) is a charity that takes the privacy of our members, therapists, instructors and guest speakers very seriously. This policy states how we collect data, how we store it, how we use it and how those who give us their details can determine how their data is used by S.M.I.L.E.

How do we collect information?

We obtain personal information about you when you become a member of S.M.I.L.E. or a name and contact details if you are a therapist, instructor or guest speaker.

What information do we collect?

The personal information we collect for the purposes of running of our group includes name, date of birth, postal address, telephone number/s, e-mail address, and emergency contact telephone numbers. The purposes include: keeping members informed and having contact for information and advice about Chronic Pain, Newsletters, Birthday and Thank You Cards and in the event of an emergency. Such information is used for purposes such as trips, socials, swimming, arranging transport and payments are also recorded. Any accidents/illness at S.M.I.L.E. are also recorded.

How do we use this information?

We will use your personal information for:

- Dealing with your enquiries and requests.
- Communication e.g. trips, social events, collections, payment of annual subscription.
- Administering membership records
- Fundraising Activities
- For administrative purposes.



S.M.I.L.E. Privacy Statement.

The Data Protection Act 1998 provides the Legal statement that defines how personal information may be used and S.M.I.L.E. is fully committed to complying with both the letter and spirit of The Data Protection Act.



What information is used for

- Your personal information is only used for the purpose for which we collect it
- Only information that we actually need is collected
- Your personal information is only seen by those people who need it to carry out their roles.
- We will not pass your personal information on to any other organisation without your consent unless required to do so by law.
- Personal information is retained only for as long as it is required for the purpose of collection.
- We will keep your information up to date
- Your information will be protected from unauthorised or accidental disclosure
- We will provide you with a copy of your personal information on request
- Inaccurate or misleading data will be corrected as soon as possible
- These principles will apply whether your information is held in an electronic or paper form.

Access Rights and Requests

You have the right to see what personal data we hold about you. Subject access requests must be submitted in writing to.

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Preston.

PR2 9TH

Telephone 07582 535715

E-mail [info@ smile-preston.co.uk](mailto:info@smile-preston.co.uk)

Request a copy of your data

S.M.I.L.E will provide a copy of the information within two weeks of receiving this request. A nominal charge of £2 is made.

Right to prevent the processing of your personal data

You have the right to object to S.M.I.L.E. processing your personal data.

Information about individuals will not be disclosed to any third party outside of S.M.I.L.E. without the permission of the individual.

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How do we protect personal information?

We take appropriate measures to ensure that the personal information disclosed is kept secure, accurate and up to date. The computer storage system Dropbox is password protected as are the S.M.I.L.E. laptops. Portable information is looked after by the person responsible and otherwise secured. Your personal information is kept only for as long as is necessary for the purpose for which it was collected and is then securely destroyed.

Will we disclose the information we collect to outside parties?

We do not share our member's details or those of our therapist's instructors or visiting speakers with other charities or third parties.

We will only disclose data when obliged to do so by law, or the disclosure is 'necessary' for national security, taxation and criminal investigation, or we have your consent.

We will not sell any information.



Your consent.

By providing us with your personal information you consent to the collection and use of this in accordance with the purposes described in this policy.

Web Links on smile website.

Our website may include links to other websites run by other organisations. S.M.1.L.E is not responsible for the privacy practices of these other websites so you should read their privacy policies carefully.

Mobile phones.

If you have texted us we will retain that number and any personal information you have given us such as: name, address.

If you would prefer for us not to contact you by mobile phone, or if you would prefer us not to write to you by mail please contact S.M.I.L.E.

By providing us with your personal information you consent to the collection and use of this in accordance with the purposes described in this policy.

Photographs

Where photographs of members, therapists, instructors are used to publicise or promote the organisation, permission will be sought from individuals and the photograph used for a specified length of time.

Changes to your details

If your personal details change, please inform S.M.I.L.E as soon as possible, so that we can keep your details up to date.

We will review this policy periodically and by continuing to use our website and services, you will be deemed to have accepted such changes.

Data Protection Regulator.

Further information and advice about data protection is available from:

The office of the information commissioner
Wycliffe House
Water Lane
Wimslow
Cheshire
SK9 5AF

Telephone 0303 123 1113 (local rate) 01625 545 745 (national rate) www.ico.org.uk

The policy will be reviewed annually

This policy was agreed by S.M.I.L.E committee on:

DATE

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SIGNED

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Chairperson of S.M.I.L.E

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DATA PROTECTION OPT IN.

I agree to S.M.I.L.E. using the personal information I have given and any photographs in accordance with the agreed Communications, Data Protection and Privacy Policy.

Data Protection optin (tick) Photographs (tick) Membership number Name (print name) Date Signature

