**PRIVACY NOTICE**

**Later Life Choices Glenrothes (LLCG)**

(Issue 6, July 2021)

*Providing services for older people in and around Glenrothes which enhance their quality and enjoyment of life by encouraging interaction, mental & physical activity and companionship.*

**What is this Notice All About?**

LLCG collects and processes personal information about staff, volunteers, clients, and client family members so that it can provide the services needed. The General Data Protection Regulations (GDPR) 2018 gives individuals particular rights over the personal information given to organisations, so this notice introduces our privacy policy and lets you know how and why LLCG uses your personal information.

**A copy of our full personal data protection policy is available on our website** [**www.laterlifechoicesglenrothes.org**](http://www.laterlifechoicesglenrothes.org) **or in hard copy on request to the Centre Manager.**

*LLCG is committed to protecting your privacy by taking every reasonable effort to keep the personal information you give us secure and accurate.*

**The Later Life Choices Glenrothes Privacy Statement**

* Your personal information is only used for the purpose for which we collect it.
* Only information that we need is collected.
* Your personal information is only seen by those who need it to do their jobs.
* We will only disclose your personal information when we have your consent to do so or if we believe you are at risk of harm if we do not disclose it.
* We will keep your information up to date and will correct any inaccuracies as soon as possible.
* We will retain your personal information only for as long as it is needed to support the purpose for which it was collected. It will then be confidentially destroyed.
* We will protect your personal information from unauthorised or accidental disclosure and we will process it in a manner which maintains its integrity and confidentiality.
* We will provide you with a copy of your personal information on request

**What Information Do We Collect?**

The personal information we collect could include your name, photograph, address, email address, telephone number, date of birth, gender, relevant medical details (including any disability/support needs), next of kin, and (for employees of LLCG) bank details.

**What is LLCG’s Legal Basis for Collecting and Using Personal Information?**

Employed staff at LLCG are under contract, and therefore we have a contractual obligation to seek relevant personal information. Volunteers, clients and their family members are not under contract and so our seeking and using their personal information is on the basis of consent.

**Why Do We Collect This Personal Information And How Do We Use It?**

We collect this information to allow us to provide our services to you whilst you are associated with, or employed by, LLCG. For example, we need to be able to pay salaries to staff, to contact volunteers, clients and client family members, to provide transport services, or where possible to tailor our services to your needs.

**Who Has Access To Your Information?**

We will not allow anybody outside LLCG access to your information, except where we believe that sharing such information with health or social services professionals is necessary for your wellbeing. Under such circumstance we will always try to obtain your consent first.

**How Is My Information Stored and Protected?**

The information you give us will be stored on paper or electronically at 100 Scott Road. Paper information is held in an organised filing system under lock and key, and electronic information is held in password-protected computers. Back-ups of electronic information/data are held locally in a secure manner, and a further back up is held in on-line storage using password protection. All passwords are held securely and only divulged to those members of staff who need to know.

**How Long Do You Keep My Personal Information?**

Your data will be held only for as long as we need it to support your association with LLCG, after which time we will confidentially dispose of it unless required by law to keep it for a further period.

**What Are My Rights?**

You are entitled to view, amend, correct or delete the personal information that we hold. Please email or write to the LLCG Centre Manager if you wish to do so.You also have the right to complain to the Information Commissioner’s Office (ICO) if you think there is a problem with the way we are handling your data. The ICO’s contact details are:

The Information Commissioner's Office - Scotland

45 Melville Street

Edinburgh

EH3 7HL

Tel: 0303 123 1115

Email: scotland@ico.org.uk

**Who Can I Contact If I Have A Query?**

Any questions about this notice and our privacy practices should be sent in writing to: The Centre Manager, Later Life Choices Glenrothes, 100 Scott Road, Glenrothes, KY6 1AE (or email: fionak@laterlifechoicesglenrothes.org). LLCG’s data protection adviser at board level is Mr Rick Kiralfy, who can also be contacted through the Centre Manager if you have any further concerns or queries.

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**Agreement to permit Later Life Choices Glenrothes (LLCG) to collect and use your personal information**

I hereby authorise LLCG to collect and use my personal information as described above, and in line with its data protection policy.

 I am happy for my personal information to be discussed with my nominated contact:

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 I **DO NOT** wish any personal information / matters to be discussed with any family member/ third party

Signed: ……………………………………………………………………………………………………………

Name: …………………………………………………………………………… Date: …………………………………………………