



PRIVACY POLICY (GDPR)

Dated: February 2018

Review Date: February 2019

Approved by: _____
Jean Tottie (Chair)

This privacy policy explains how Life Story Network will store and use any personal information we collect about you.

What is the General Data Protection Regulation?

The General Data Protection Regulation (GDPR) comes into force in the UK on 25th May 2018. GDPR, which all employers must follow, will bring in stricter obligations than the existing Data Protection Act.

Topics

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Data Protection Lead

The named Data Protection Lead at Life Story Network is Julie McManus (Business Support Manager).

Data Controllers and Data Processors

As an organisation that collects information from you, under GDPR, Life Story Network (LSN) is known as a **Data Controller** LSN will always tell you how and why your personal data is processed.

Once we process the information you have provided us with LSN will also become **Data Processors**. In addition any organisations that we have shared your data with that then process that data will also be **Data Processors**. LSN have a responsibility to ensure that we abide by data protection law and that any data processors we work with must themselves abide by rules to maintain records of their processing activities. For example if you are an employee of LSN we will share some of your personal data for salary purposes with our payroll bureau. In turn the payroll bureau become the data processors.

Staff / Board Members / Volunteers

We will use your information during the period of your involvement/employment with Life Story Network. This information will be destroyed once you are no longer involved with Life Story Network.

For staff members we will share relevant salary information with our payroll bureau, currently provided by Douglas Fairless partnership. We will also share the medical information you provide for pre-employment medical screening with our current provider UK Screening Solutions.

For former staff members we will keep some basic information should we be asked to supply a reference to potential future employers.

All information will be kept secure in a locked filing cabinet & in restricted electronic file.

Electronic Equipment

Equipment used by employees in order to perform their work tasks such as personal computers and mobile phones are password protected.

Members of LSN & tide - What information do we collect about you?

We collect information about you when you register for our newsletter or join as a member of LSN & or tide. We collect information about you to provide services to you.

We also collect information when you apply to go on our training courses, apply to use our services or voluntarily complete our surveys. Website usage information is collected using cookies.

How will we use the information about you?

The way we use your information will depend on which of our services you use, as we use your data information to send you information about member benefits, events and opportunities.

You can opt out of these communications at any time by emailing. However, if you do so you may miss out on some of our benefits and services.

As a member you will also be sent our monthly tide newsletter and, if you agree, emails about other products and services we think may be of interest to you. You can opt out of these emails at any time by contacting the data protection lead julie@lifestorynetwork.org.uk.

Life Story Network will never share your information with any third parties.

Newsletter subscribers

We will use your information to send you the Life Story Network and/or tide email newsletters depending on which you subscribe to, and, if you agree, to email you about other products and services we think may be of interest to you. You can opt out of these emails at any time by contacting the data protection lead Julie McManus julie@lifestorynetwork.org.uk.

Training attendees

We will use your personal details to provide information about the training course you are booked to attend and any follow up resources or evaluation that you have agreed to receive.

Events attendees

We will use your personal details to provide information about the event you are booked to attend and any follow up resources or evaluation that you have agreed to receive.

Marketing

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date, by contacting the data protection lead Julie McManus juliemcmanus@lifestorynetwork.org.uk.

We will not share your information with any other organisations for any purposes, including marketing, without obtaining your express permission.

If you no longer wish to be contacted by us for marketing purposes, please email the data protection lead Julie McManus julie@lifestorynetwork.org.uk.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information; please email julie@lifestorynetwork.org.uk or write to us at Life Story Network, 151 Dale Street, Liverpool, L2 2AH.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Life Story Network currently runs two websites, lifestorynetwork.org.uk and tide.uk.net. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information, visit www.aboutcookies.org.uk or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to Life Story Network, and our websites and information, so when you follow a link to other websites you should read their privacy policies.

Breaches of privacy

If a staff member, board member, associate or volunteer becomes aware of a breach in the data protection or privacy of people around the data we hold, the nominated Data Protection Leads must be informed immediately. The leads will then action this, including contacting the Information Commissioners Office if necessary.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this webpage. This privacy policy was last updated 7th March 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email: julie@lifestorynetwork.org.uk
- Or write to us at: Life Story Network, 151 Dale Street, Liverpool, L2 2AH