



DATA PRIVACY NOTICE

Deafblind Enablement Ltd

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Deafblind Enablement Ltd (DBE) is an organisation dedicated to enabling people who live with a sight and hearing loss to learn new skills, develop existing skills, gain access to their community and existing services with dignity, respect, control and choice.

We are a Private Limited Company (No. 7480324). Our registered office is at 5 Stephenson Close, Yaxley.

Deafblind Enablement Ltd is the data controller, this means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

DBE complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer staff and service user records;
- To manage our employees;
- To maintain our own accounts and records.
- To inform you of news, events, contract assignments, training courses;

4. What is the legal basis for processing your personal data?

- **Explicit consent** of the data subject so that we can keep you informed about news, training and events. Where details are referred by third parties (eg doctors, health authorities, employers requesting training) we rely on those third parties obtaining the relevant consents.
- **Legitimate Interest:**
 - DBE may wish to contact members after the organised event for requesting feedback, sending photos of the event, further similar training or freelance job offers which use your training.
 - DBE may need to hold information regarding contracts or assessments for a certain time after completion prescribed by our data retention policy.
 - Where we receive referrals from third parties requesting help or where you have already given us your contact details for activities and groups where additional use of your data would be reasonably expected.
- **Legal Obligation:** Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- **Contract** – where DBE needs your personal data before entering into a contract (e.g. quote) or to fulfil our contractual obligations to you.
- **Special Category Data** is processed in accordance with Article 6 and/ or 9

- processing relates only to the minimum health information necessary to complete a communicator guide, deafblind interpreting or assessment contract (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with DBE staff (includes freelance workers who have signed confidentiality agreements) in order to carry out a contracted service.

We will only share your data with third parties outside of DBE with your consent a list of these is available on request.

6. How long do we keep your personal data?

We keep data in accordance with our data retention policy and recommended statutory retention periods.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which DBE holds about you;
- The right to request that DBE corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased in certain circumstances.
- The right to withdraw your consent to the processing at any time (unless an alternative legal grounds for processing can be found)
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another organisation in a structured, machine readable format (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests; direct marketing and processing for the purposes of statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Company Secretary at Deafblind Enablement Ltd at:-
5 Stephenson Close, Yaxley, Peterborough. PE7 3ZP
or e-mail finance@deafblind-enablement.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.