



The Wingate Centre

Brightening the Lives of
Individuals with SEND

The Wingate Special Children's Trust CIO

The Wingate Centre, Wrenbury Hall Drive

Wrenbury, Nantwich, Cheshire CW5 8ES

01270 780 456

office@thewingatecentre.co.uk

www.thewingatecentre.co.uk

Registered Charity Number 1197017

PRIVACY POLICY

This Privacy Notice explains how we process your personal data. It also sets out some of your rights and entitlements in respect of personal data. This notice does not address processing for Human Resources (HR) purposes. We provide separate privacy notices for employees, workers and contractors.

Personal data protection principles

We adhere to the principles relating to Processing of Personal Data set out in the GDPR which requires personal data to be:

- Processed lawfully, fairly and in a transparent manner (Lawfulness, Fairness and Transparency).
- Collected only for specified, explicit and legitimate purposes (Purpose Limitation).
- Adequate, relevant and limited to what is necessary in relation to the purpose for which it is Processed (Data Minimisation).
- Accurate and when necessary, kept up to date (Accuracy).
- Not kept in a form which permits identification of data Subjects for longer than is necessary for the purposes for which the data is processed (Storage Limitation).
- Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (Security, Integrity and Confidentiality).
- Not transferred to another country without appropriate safeguards being in place (Transfer Limitation).
- Made available to Data Subjects and Data Subjects allowed to exercise certain rights in relation to their Personal Data (Data Subjects Rights and Requests).

The type of personal information we collect

We currently collect and process the following information:

- Personal details such as name, address, phone number, email address.
- Medical information gathered via the registration process.
- CCTV images

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To register for classes and services provided by the charity
- To receive information about the services or activities of the charity

We also receive personal information indirectly, from the following sources in the following scenarios:

- From Care staff
- From CCTV for the purposes of security

We use the information that you have given us in order to notify you of changes to our services, raise invoices for payment of our services, ensure the safety of visitors to our premises.



Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting office@thewingatecentre.co.uk

(b) We have a contractual obligation.

How we store your personal information

Your information is securely stored.

We keep personal contact details for the duration of our service supply with yourselves. We will then dispose your information 3 months after the end of such agreement. Paper records will be shredded and electronic files deleted.

Your data protection rights - Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at office@thewingatecentre.co.uk 01270 780456 The Wingate Centre, Wrenbury Hall Drive, Wrenbury, Cheshire CW5 8ES if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at The Wingate Centre, Wrenbury Hall Drive, Wrenbury, Cheshire CW5 8ES

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Chairman: NEIL MCCALLUM (The Wingate Special Children's Trust)

Signed:  Date: 11 - 7 - 23