



# EAST MIDLANDS COMMUNITY LED HOUSING

## EMCLH Privacy Notice

<b>Date policy approved:</b>	<b>21 July 2020</b>
<b>Policy reviewed by:</b>	<b>EMCLH Board</b>
<b>Policy last reviewed:</b>	<b>n/a</b>
<b>Date of next review:</b>	<b>July 2021</b>
<b>Delegated responsibilities:</b>	<b>none</b>

<b>Signed by:</b>	
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## EMCLH PRIVACY PRACTICE

EMCLH asks that this privacy notice is read carefully as it contains important information on who EMCLH is; how and why it collects, stores, uses and at times shares information; and on your rights in relation to the personal information EMCLH holds and how to contact EMCLH and any supervisory authorities in the event that you have a complaint to raise.

East Midlands Community-Led Housing (EMCLH) collects, uses and is responsible for certain personal information about you. We understand that we are regulated under the General Data Protection Regulation (EU) 2016/679 (GDPR) which applies across the European Union (including in the United Kingdom) and that we are responsible as 'controller' of that personal information for the purposes of those laws.

In the course of EMCLH's *activities*, we collect *names of individuals, addresses, email addresses, telephone numbers and other categories of personal data. This may be provided by you or obtained from other sources. We use your personal information:*

- If you are a recipient of our services, in order to provide our services to you;
- If you are one of our employees, volunteers or trustees, to fulfil our contract with you and our duties to report to others, e.g. Companies House, HMRC , etc.

EMCLH will share personal information with law enforcement or other authorities if required by applicable law. EMCLH will not share your personal information with any third party without ensuring appropriate safeguards are in place. EMCLH will only transfer personal information outside the European Economic Area (EEA) if appropriate safeguards are in place as required by the GDPR.

EMCLH relies on legitimate interests, contract, legal obligation or consent as appropriate as the lawful basis on which it collects and uses personal data. The legitimate interest here is for EMCLH to carry out its services.

Under the GDPR you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how EMCLH uses your personal information;
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address;
- require EMCLH to correct any mistakes in your information that it holds;
- require the erasure of personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;

- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances;
- claim compensation for damages caused by our breach of any data protection laws

If you would like to exercise any of those rights, please:

- email, call or write to EMCLH;
- provide EMCLH with sufficient information to identify you, or to have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let EMCLH know the information to which your request relates.

If you would like to unsubscribe from any *EMCLH email newsletter* you can also click on the 'unsubscribe' button at the bottom of the *email*, or if there is no 'unsubscribe' button you may *contact us to request us to unsubscribe you*.

EMCLH has appropriate security measures in place to prevent personal information from being accidentally lost, or used, or accessed in an unauthorised way. It limits access to your personal information to those who have a genuine need to know it for the purposes of EMCLH conducting its business and its services. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

EMCLH hopes that it can resolve any query or concern you raise about our use of your information.

The GDPR also gives you right to lodge a complaint with a supervisory authority, The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

EMCLH may change this privacy notice from time to time, in which case we will publish the revised notice on the EMCLH website.

Please contact EMCLH if you have any questions about this privacy notice or the information it holds about you, by an e-mail to Julie Perkins, [juliep@emclh.co.uk](mailto:juliep@emclh.co.uk) Business Support Assistant, 01522 785287.

**EMCLH**  
**July 2020**