

Privacy Policy / GDPR

Merseyside Play Action Council is fully committed to complying with Data Protection Act 2018 legislation, including the General Data Protection Regulation (GDPR), which regulates how we process personal information.

This section explains how we collect and use personal data, tells you about your rights and gives contact details for help and advice.

The personal data we collect

Your privacy is important to us and we are committed to handling your personal data in line with both the General Data Protection Regulation and Data Protection Act. We collect, store and use your personal data in many different ways. This depends on how you interact with our organisation.

What is personal data?

Personal data can be anything that identifies and relates to a living person, including separate pieces of information that, when put together, can identify a person.

Some information is categorised as 'special' and needs more protection due to its sensitivity.

It's often information you would not want widely known and is very personal to you. This includes information relating to:

- Sexuality and sexual health.
- Religious or philosophical beliefs.
- Ethnicity.
- Physical or mental health.
- Trade union membership.
- Political opinion.
- Genetic and biometric data.
- Criminal history.

Why we collect this data

We collect and use your personal data in many different ways, depending on how you interact with us.

Legal reasons for collecting personal data

There are a number of legal reasons why we need collect and process your data. These include:

- Assisting government organisations with performing their public functions.
- Carrying out our legal and contractual obligations, and continuously improve the quality of our services.
- Carrying out our employment obligations.
- Protecting public health.

- Protecting the vital interests of individuals such as the safeguarding of adults or children.

If you, or your legal representative have given consent, we can also collect and process your data.

What we do with your data

How long do we keep your data?

Data related to DBS applications is kept for a maximum of 12 months (electronic data) and 3 months (hard copy data). This data is then disposed of securely.

Data relating to our other services and activities is retained for longer than 12 months and is used for correspondence and electronic mailing directly from Merseyside Play Action Council MPAC to stakeholders.

Who do we share your data with?

We legitimately share information with our partner organisations, government organisations and charities if they are using it to perform public functions, or they are fulfilling a legislated obligation.

We use a range of organisations to either store personal information or help deliver our services to you. Where we have these arrangements there is always an agreement in place to make sure that the organisation complies with data protection law.

Our legal duties and obligations

We may share your personal information for the following reasons:

- In order to find and stop crime and fraud.
- If there are serious risks to the public, our staff or to other professionals.
- To protect a child.
- To protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

For all of these reasons the risk must be serious before we can override your right to privacy. We will make sure that we record what information we share and our reasons for doing so.

How we protect your data

We'll do what we can to make sure we hold records about you - on paper and electronically - in a secure way, and we'll only make them available to those people who have a right to see them.

Examples of our security measures include:

- We make every effort to keep all the personal data we hold secure, whether held electronically or as paper copies. We also ensure that only members of staff with a legitimate reason to access your information have permission to do so

- All employees are provided with relevant training in the correct use of information processing facilities and security procedures, including monitoring for and responding to data security incidents and weaknesses.
- IT facilities and support infrastructures are physically protected from unauthorised access, theft, damage and interference.

Where is your data stored?

Personal information is stored on systems in the UK.

Privacy and security on this website

This website – merseyplay.com - has been developed to ensure your visits to it are as secure as possible.

To make our online services easy to use and reliable, we sometimes need to place small amounts of information on your device, including small files known as cookies. These cannot be used to identify you personally.

We also use secure-server software which encrypts all personal information, including your credit or debit card number, name and address. This software converts the characters you type into bits of code which are then securely transmitted via the internet.

How to access your data

The law gives you a number of rights that relate to how your personal information is used by us.

You can email us directly on info@merseyplay.com to do the following:

Request access to all your data

You have the right to ask us whether your personal data is being processed, why it's being processed, the category the data falls into and who receives it.

You also have the right to ask for all the information we have about you and the services you receive from us. This is called a subject access request.

When we receive a subject access request from you, we must give you access to all the data we hold about you, including paper and electronic records.

However, there are a number of considerations to be made before we release your data and the following information may be edited out of it:

- Confidential information about other people
- Data that a professional believes will cause serious harm to your, or someone else's, physical or mental wellbeing.

- Information that could prevent or detect a crime.

Ask us to change inaccurate information

If you consider that certain information we hold is inaccurate you can ask for it to be rectified. We may not always be able to change or remove that information but we'll correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

Ask us to delete information

In some circumstances you can ask for your personal information to be deleted, for example where:

- Your personal information is no longer needed for the reason why it was collected in the first place.
- You have removed your consent for us to use your information (where there is no other legal reason us to use it).
- There is no legal reason for the use of your information.
- Deleting the information is a legal requirement.

We **can't** delete your information where:

- We're required to retain it by law.
- It is used for freedom of expression.
- It is used for public health purposes.
- It is for, scientific or historical research, or statistical purposes where it would make information unusable.
- It is necessary for exercise or defence of legal claims.

Ask us to limit how we use your data

You have the right to ask us to restrict what we use your personal information when:

- You have identified inaccurate information and have told us about it.

- We have no legal reason to use that information but you want us to restrict what we use it for rather than erase the information altogether.

How much will it cost?

There is no charge for making a request.

Your data: Help and advice

Contact us

Our data protection officer is Kevin McIntyre. If you have any questions you'd like to ask him about how we use your personal information, please email kevin.mcintyre@merseyplay.com

Independent advice

For independent advice about data protection, privacy and data sharing issues, or to make a complaint, you can contact the Information Commissioner's Office at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

Website: ico.org.uk

Email: casework@ico.org.uk.