



PRIVACY POLICY

Clinks Care Farm is a social enterprise and company limited by guarantee. The aim of the organisation is to offer opportunities to disadvantaged people through placements on the farm. Participation in activities at the farm helps people gain confidence and skills and enable people to progress with their lives.

Clinks Care Farm complies with its obligations under the General Data Protection Regulation by ensuring that all personal data is relevant, is held for a purpose and is up to date; by storing and destroying it securely; by not collecting or retaining excessive amount of data; by protecting personal data from loss, misuse, unauthorised access and disclose and by ensuring that appropriate physical and technical measures are in place to protect personal data. We will never sell or misuse any personal data and will not contact you too often.

Preservation of your privacy is important to Clinks Care Farm and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

1. We collect and keep information about

1.1 Farm helpers (service users) who are referred to Clinks Care Farm by health & social Care professionals or carers.

- title and name
- address & telephone number
- email address
- and additional sensitive information

1.2 Employees and Volunteers

- title and name
- address & telephone number
- email address
- Disclosure and Barring service data
- Emergency contact details and essential medical information

1.3 Food box scheme customers

- title and name
- address & telephone number
- email address

2. What do we do with the information we collect?

2.1 The information we hold about Volunteers is to ensure that we can contact you about being a volunteer, your named emergency contact if needs be and ensure you are an appropriate person to volunteer at Clinks Care Farm.

We will not share your information with other parties unless there is a safeguarding concern.

2.3 The information about our customers is only used to:

- process your requests
- provide you with information relating to the food box scheme
- maintain our records and accounts.

We will not share your information with any other parties.

3. Security

3.1 All data is stored on our secure servers which have the necessary technical measures in place to protect your data.

3.2 Any paper records are stored in locked cabinets

3.3 Non-sensitive details (e.g. email address) are transmitted without encryption over the Internet and therefore are not guaranteed to be 100% secure. Information transmitted this way is at your own risk. Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

3.4 We will not sell, distribute or lease your personal information to third parties.

3.5 Your personal data will not be held for longer than is necessary and is retained and destroyed securely, in line with legal requirements, good practice and to ensure we provide you with a high quality service.

3.6 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.7 In addition to email, communications from us may be sent by post. For ease of use and compatibility communications will not be sent in an encrypted form. Email is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected effects we cannot bear responsibility for all communication being virus-free.

4. Who has access to your information?

Employees and volunteers of Clinks Care Farm have restricted access to the information we hold, which is appropriate to their role within the organisation.

5. Retention of your personal data

We will retain personal data for as short a period as possible.

- Data in relation to service users is kept for a maximum of 7 years after the user leaving the service but often less if the data is no longer needed
- Data in relation to employees and volunteers is kept for a maximum of 1 year after finishing their employment/volunteering
- Data in relation to food box scheme customers is kept for as long as the person is a customer and destroyed when someone ceases to be a customer.

6. Your rights and your personal data

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

To have a copy of your personal data which we hold on you.

To correct your personal data which we hold on you.

Request your personal data is erased at any time. (this may mean you will not be able to receive a service from Clinks care farm)

7. Other information

If you would like to correct or update or if you would like to have information deleted from our records, please email us at Admin@clinkscarefarm.org. The Data Protection Officer is Iris van Zon and can be contacted on Iris.vanzon@clinkscarefarm.org.

Website

The Clinks Care Farm website contains links to other websites of interest. Please note that once you have left our site via a link we have no control over that other website and therefore cannot be responsible for any information you provide whilst visiting such sites which are not governed by this privacy statement. We encourage you to read the privacy statements applicable to the sites you visit.

A copy of this privacy document is available on the Clinks Care farm Website

Date: May 2018