**Privacy Policy**

**Wellspring West Sussex**

Charity Number 1100226

The Data Protection Act 2018 is a UK Act of Parliament that updates data protection laws in the UK. It is a national law which complements the European Union’s General Data Protection Regulation.

This Privacy Policy describes how personal details are collected, stored and used by Wellspring West Sussex (WWS). This policy applies to WWS’s activities and their website. Where links are provided from our website to third party websites, WWS is not responsible for those websites and a link does not imply endorsement. This policy is governed by the laws of England and Wales.

WWS is a charity registered with the Charity Commission, Charity Number 1100226. WWS is funded through grants and donations from statutory organisations, other charities, charitable trusts and individuals with the aim of providing up to date information and creative arts projects to young people with disabilities and their families across West Sussex.

**Guiding Principles**

Personal data shall be processed fairly and lawfully

Personal data can only be used for one or more specified and lawful purpose

Personal data shall be adequate, relevant and not excessive

Personal data shall be accurate and where necessary kept up to date

Personal data shall not be kept for longer than necessary

Personal data shall be processed in accordance with an individual's rights

Appropriate organisational measures shall be taken to make it secure.

Personal data shall not be transferred to a country outside the European Union without adequate protection

**Data held by the charity**

WWS holds a mailing list of individuals, charitable organisations and statutory bodies. The list is maintained by a volunteer on a computer with anti-virus software, is password protected and only available to members of WWS and is only used to distribute the newsletter. The information is kept up to date by various interactions through the newsletter and website.

**Your rights as a data subject**

If you are receiving a copy of the newsletter then your details will be on our mailing list and you have the right to ask for a copy of any information we hold about you. We want to ensure that your personal information is accurate and up-to-date. You may ask us to correct or remove any information you think is inaccurate or you may want to have your details taken off the mailing list if you no longer wish to receive the newsletter.

**Details of trustees, committee members and volunteers**

Information held includes names, addresses, dates of birth, email addresses and telephone numbers. These details are held on a computer which is password protected, has anti-virus software installed and is only available to members of WWS. These details are shared with the Charity Commission in accordance with Charity regulations.

**Contact Details**

If you have any questions, comments or complaints, or wish to exercise your right to request a copy of your personal data, please contact WWS by email to lizzie@wellspringwestsussex.org.uk, telephone or text message to 07742408868 or by post to 26 Goldsmith Road Worthing BN14 8ER.

You can also contact the Information Commissioner’s Office by telephone on 0303 123 1113, or write to them at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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