

# The Ask Club Skelmersdale Ecumenical Centre Privacy Policy

The ASK Club, Ecumenical Centre, Northway, Skelmersdale, WN8 6LU

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## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Your Home Office and Asylum Support Reference numbers
- Your health providers details. Whether you have serious health problem.
- Your nationality, ethnicity, language, religion, dietary requirements

## **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.

We use the information that you have given us in order to help you by advocating on your behalf with health providers, Migrant Help, solicitors, Home Office, and if necessary the emergency services

We may share this information with the organisations listed above.

Under the General Data Protection Regulation (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 Matthew Wright or Sinead Martin.

## **How we store your personal information**

Your information is securely stored on pc and a hardcopy file.

We keep your personal information while you remain a service user. We will then dispose of your information by deleting all digital and hardcopy records.

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## 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 [matthew@theaskclubskelmersdale.org](mailto:matthew@theaskclubskelmersdale.org) 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 ASK Club, Skelmersdale Ecumenical Centre, Skelmersdale, WN8 6LU

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>