Ormiston Families Service User Network Mailing List Privacy Policy

This privacy policy sets out how Ormiston Families uses and protects any data that you provide us.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain data by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

What information do we collect?

We collect information about you when you sign up to be part of our service user network mailing list.

The table below sets out what personal data we process, our purpose for doing so, our lawful justification and how long we keep it for:

|  |  |  |  |
| --- | --- | --- | --- |
| **What personal data we process** | **Our purpose for doing so** | **Our lawful justification** | **How long we keep it for** |
| Full Name  Email address  Phone number  Date of birth  County of residence | So that we can contact you to let you know about appropriate involvement activities | Consent to contact | * We will review our mailing list annually and unsubscribe inactive users. * Inactive users would be a network member who has not opened any communication for at least 12 months. * Network Members can at any time unsubscribe from the mailing list. |
| For those under 16 years of age, we will also collect;  Your Parents/carer’s name, phone number and Email address | To ensure we have parental consent to contact you. | Consent to contact | * For those who turn 16, we will delete parental/carer contact details from the system during the annual review of network members. |

We also maintain a Retention Schedule, detailing how long we keep all items of information at Ormiston Families beyond those listed above. This is available to view on request.

Who will we share personal data with?

Where information is used for the reasons listed above, we may need to share the information about you with other organisations. This will include:

|  |  |  |
| --- | --- | --- |
| **Who we share your information with** | **The purpose for sharing it** | **Our justification for sharing** |
| MailChimp –  Full Name  Email address  Phone number  Date of birth  County of residence  For Network members under 16 years of age we will also share. Your Parents/carer’s name, phone number and Email address | This platform allows us to contact a large number of network members at once. This platform also fulfills our obligations to give network members the option to unsubscribe from receiving emails. | Without sharing this information, we would be unable to contact large numbers of Network members at once, for example to share our newsletters, events and opportunities. |

Data Subject Rights

You have a number of right which may be available in relation to your data including the rights to:

* Access Data
* Correct Data
* Erase Data
* Restrict our use of Data
* Take your Data to another provider
* Object to our use of Data
* Be free from automated decision making or profiling
* Withdraw your consent
* Complain to the relevant Regulator, in this case the ICO.

For more information on these rights and how to action them please visit our main privacy notice [here](https://www.ormiston.org/privacy-and-cookies/).

You can also find more information on the [ICO website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

Contacting Us

Please contact us if you have any questions or complaints in relation with this notice or the information we hold about you:

by email: sun@ormistonfamilies.org.uk

by phone: 01473 724517

by post: Ormiston Families, Unit 17, The Quadrangle Centre, The Drift, Nacton Road, Ipswich, Suffolk,IP3 9QR

If you are not satisfied with the response you receive you have the right to lodge a complaint with the supervisory authority and the right to judicial remedy. In the United Kingdom this is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

(t) 0303 123 1113

(e) [casework@ico.org.uk](mailto:casework@ico.org.uk)

Changes

We will notify you of any changes to this privacy policy.

This privacy policy was last updated [23/06/2022]