



BUCKS ASSOCIATION FOR THE CARE OF OFFENDERS

Privacy Policy

*Conforms with the UK General Data Protection Regulation (GDPR)
tailored by the Data Protection Act 2018*

Our contact details

Name: Camilla Soames – Chair / DPO
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Aylesbury HP22 5QT
E-mail: info@baco.org.uk
Telephone : 07768 1204237
Website: www.baco.org.uk

The type of personal information we collect

We currently collect and process the following information:

- name, email address, physical address, telephone contact details,
- customer financial information

We keep the data that we collect, use and share to the minimum amount required to be adequate for its purpose.

In the case of sharing personal data with any third party, only the data that is necessary to fulfil the purpose of sharing will be disclosed.

How we get personal information and why we have it

Most of the personal information we process is provided to us directly for one of the following reasons:

- to enable us to do our work
- to become a member of our organisation
- to make a donation to help support us with our work
- to access our services and support

We also receive personal information indirectly, from grant applications passed on to us by HM Prison or Probation Services, for the purpose of consideration by us.

We use information given to keep Members informed of our work, to assess grant applications and distribute grants, and to share relevant news and events information.

In the case of sharing personal data with any third party, only the data that is necessary to fulfil the purpose of sharing will be disclosed.

Anonymisation and pseudonymisation of personal data stored or transferred will be considered where doing so is a possibility.

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 info@baco.org.uk.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

Personal information is submitted by members via the BACO website, written letters or telephone/email communications.

Grant applications are received via a secure email system (CJSM).

How we store personal information

Information is securely stored on password protected personal computers.

We shred any paperwork which contains personal information about grant applicants. We regularly review and where necessary update our privacy policy.

Data protection rights

Under data protection law, you have rights including:

Right of access - You have the right to ask us for copies of your personal information.

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.

Right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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 info@baco.org.uk if you wish to make a request.

Reporting of Breaches

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. All Trustees/Directors should be vigilant and able to identify a suspected personal data breach. A breach could include:

- loss or theft of devices or data, including information stored on USB drives or on paper
- hacking or other forms of unauthorised access to a device, email account, or network
- disclosing personal data to the wrong person, through wrongly addressed emails, or bulk emails that inappropriately reveal all recipients email addresses
- alteration or destruction of personal data without permission.

Where a Trustee/Director discovers or suspects a personal data breach, this should be reported to the Chair/DPO as soon as possible. Where there is a likely risk to individuals' rights and freedoms, the Chair/DPO will report the personal data breach to the ICO within 72 hours of the organisation being aware of the breach. Where there is also a likely high risk to individuals' rights and freedoms, BACO will inform those individuals without undue delay. The Chair/DPO will keep a record of all personal data breaches reported, and follow up with appropriate measures and improvements to reduce the risk of reoccurrence.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@baco.org.uk .

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>