

HOW WE PROCESS YOUR PERSONAL INFORMATION



CRASAC
COVENTRY RAPE AND SEXUAL ABUSE CENTRE

Whose data do we process?

We collect and process personal data for:

- All employees, volunteers, contractors and sub-contractors who work for CRASAC
- All clients referred into services
- Parents / carers of young clients



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Why do we process data?

CRASAC uses the personal data collected from you for the following purposes:

- To enable us to deliver support services to clients (counselling, advocacy, group support)
 - To maintain accounts and records
 - To fulfil our statutory (legal) obligations
 - To promote our services
 - To support and manage employees and volunteers
- CRASAC also requests some personal information to carry out anonymised, statistical analysis to ensure services meet the needs of people in Coventry.

We **do not** carry out any profiling (automated processing)



What are the legal grounds for data processing?

CRASAC processes personal data because:

It is *necessary* to allow services to be delivered
We have your *consent* to process additional data



What data do we process?

We collect and process personal data such as names, contact details, date of birth, personal details, family details, education and employment details, financial information. CRASAC also processes *sensitive* information that may include physical or mental health, religious beliefs, sexual life, ethnic origin and offences & alleged offences

Contact:
DPO@Crasac.org.uk



How long do we keep your data for?

Data will be stored for no longer than necessary and not longer than seven years, unless there is a statutory obligation to do so. CRASAC keeps different types of data for different amounts of time and this is set out in our data retention policy which can be provided on request

With whom do we share your data?

Data is shared with other organisations such as financial organisations, healthcare professionals, suppliers and service providers and other relevant 3rd parties. CRASAC will seek consent for data sharing, and keep you informed. However there may be occasions where we are *obliged* to share data such as when data is requested via a court order or CRASAC receives information about terrorism or money laundering. Data may also be shared without consent in cases of safeguarding where CRASAC identifies an imminent risk to you or another person



What rights do I have?

Under the UK's data protection laws you have a number of rights related to the processing of your personal data including the rights: to be informed, to access your personal data, to have mistakes in personal data corrected, to have your data deleted, to object to processing, to request to restrict or prevent personal information being processed. More information is included in CRASAC's Fair Processing Notice and information on the UK's data protection laws can be found at www.ico.org.uk