

## **Sunderland Voluntary Sector Alliance Privacy Policy**

The data controller is Sunderland Voluntary Sector Alliance (SVSA), Elliott House, Mainsforth Terrace, Hendon, Sunderland, SR2 8JX.

### **Purpose and legal basis**

When you give us your personal data we will use it in the following ways:

- to fulfill our membership contract with you where applicable
- to send you information you have consented to receive
- to fulfill our legitimate organisational interests

And in particular to send you:

- the ebulletin(s) you have told us you want to receive
- information about your membership of SVSA, benefits and opportunities
- invitations to events and information about the event(s) you have registered for
- for internal record keeping and research purposes and to improve our services

### **What do we do with your data?**

SVSA won't transfer your personal data internationally; or use your data for automatic profiling.

We use an external website support company ([Goss](#)) and have an outsourced IT support service contract with Sunderland City Council whose personnel can access our systems. We will not share your details with any other third party. We will use a customer relationship management system which will be hosted on a secure server.

SVSA does not hold any special categories of data for our members or subscribers, or for any attendees at events hosted by us, or that we are hosting with partners.

We will not keep your information for longer than necessary and delete data in line with our data retention schedule. If you are a member of SVSA or have signed up to one of our ebulletins, your data will be kept on our current IT system until you tell us you no longer want membership/to receive our ebulletins. To opt-out of receiving all emails from SVSA please email [contactus@sunderlandvsa.co.uk](mailto:contactus@sunderlandvsa.co.uk) so we can update your mailing preferences.

### **Applying to work with SVSA**

If you apply for a job with SVSA we will use the information from your application form as part of the recruitment shortlisting process. Your information will be stored on our online system for up to one year following receipt of your application unless you tell us to delete it.

We will use the information you share with us in the recruitment process and will refer back to it if you ask us for feedback following the recruitment process. We may also contact you within one year should the same or a similar role become available in the organisation that we think you may be interested in.

If you are successful in your application, we will collect further information from you and will keep it in line with legal requirements.

### **Your rights**

Under the Data Protection Act 2018 you have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

You have the right to see what information SVSA holds about you (a 'subject access request') and to ask for the information to be amended if incorrect. To make this request please email [contactus@sunderlandvsa.co.uk](mailto:contactus@sunderlandvsa.co.uk). Your request will be forwarded to the relevant person in the organisation and will be acknowledged.

Your request will be carried out within one month unless there is good reason for this not to be possible. In this event, we will contact you and explain why we cannot carry out your request within one month.

You have the right to withdraw your consent for us to use your personal data at any time. If you wish to withdraw your consent, please [email contactus@sunderlandvsa.co.uk](mailto:contactus@sunderlandvsa.co.uk). Your request will be forwarded to the relevant person in the organisation and will be acknowledged.

Your request will be carried out within one month unless there is good reason for this not to be possible. In this event we will contact you and explain why we cannot carry out your request.

When making a 'Subject Access Request' or withdrawing consent, we may need to ask you to identify yourself to ensure the personal data you are contacting us about belongs to you.

You have the right to complain to the Information Commissioner's Office (ICO). [Find out how to report a concern to the ICO.](#)

### **Security**

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and offline.

### **How we use cookies**

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

To understand our user's behaviour to improve our services we use [Google Analytics](#) which collects information about your visit to our website such as interactions, search terms, GPS and other sensor data from your device which is held through your devices IP address. We do not collect or hold sensitive information such as name, address or exact location. Our Google Analytics data is held within a secure password protected server. [Here is a link to Googles privacy policy.](#)

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block all cookies' using the sliding selector. Blocking all cookies will however have a negative impact upon the usability of many websites.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, we cannot be held responsible for the protection and privacy of any information you provide whilst visiting other sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.