

Waterloo Community Association

Name of policy/ procedure	Personal Data Privacy Policy
Date of review	Summer 2025
Date next review due	Summer 2027
Signed on behalf of WCA	



Waterloo Community Association (WCA)

Personal Data Protection Policy

- WCA is committed to protecting and respecting the personal data that we hold. We are collecting and processing your personal data for the purpose of monitoring and evaluating the services we offer. Where appropriate, we will share your information with the partner delivering the event you attend. The information collected (your name and/ or your phone number and email address) is classified as personal data and will be processed with your consent.
- If you would like to withdraw your consent at any time please contact us at info@waterloocommunityassociation.co.uk. If you would like to provide feedback on the process or wish to be provided with additional information on how we handle your personal data please contact us on info@waterloocommunityassociation.co.uk
- Such processing will be conducted fairly and lawfully in accordance with the General Data Protection legislation GDPR
- WCA may hold data on: current and former service users, prospective, current and former staff; other contacts such as outside agencies; and other individuals interested in WCA.
- This personal data is held in a variety of formats, electronic and manual
- The processing of personal data is subject to the rules laid down under GDPR Legislation. Personal data will be used only for proper purposes that are considered by WCA to be for users/staff benefit
- For service users, parents/carers and young people this may include information for health and safety regulations such as doctors address, contact numbers and address of parent/carer of children/young person and emergency contact number, date of birth.
- For staff this will include (but not be restricted to) the conduct of normal business management and employment matters
- For other individuals this will include (but not be restricted to) the normal conduct of business relationships
- The protection of your personal data will be governed by the provisions of the GDPR Legislation. Access to your data will be restricted to those personnel to whom it is necessary for proper purposes.

WCA will not sell your personal data to third parties. Your personal data will only be transferred to third parties where this is for proper purposes related to childcare or business matters, for example where this is required by professional bodies or where it is necessary for the delivery of services by third parties to you.

There are seven principles set out under the Act. In summary they are that personal data should be:

1. Obtained and processed fairly and lawfully and in a transparent manner
2. Held and used only for specified explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and, where necessary, kept up to date
5. Kept only for as long as is necessary
6. Has appropriate level of security and confidentiality
7. Appropriate processes and records in place to demonstrate compliance

- WCA seeks to use your personal data only for the purposes of legitimate interests and, where practicable, with your consent
- For children, parents/carers, young people and members, it is a condition of acceptance to WCA that you consent to WCA processing your personal data. By completing our admission form or membership form, you signify your agreement
- For staff/volunteers, it is a condition of employment that you consent to WCA using your personal data only for the purposes of legitimate interests and, where practicable, with your consent by signing your contract of employment.
- For other individuals, WCA may gather your data during the course of normal business activities. It will be used only for legitimate interests
- You have the right to know what personal data WCA holds about you and for this to be correct. Procedures for the management of personal data are in place and enquiries may be made to the Trustees.