

# Me, Myself & I - Data Privacy Notice

## Your personal data – what is it?

Personal data means any data which identifies a living person. Processing personal data (collecting, storing, using, altering, sharing or destroying personal information) is governed by the General Data Protection Regulation 2016/679 (known as GDPR).

## Who are we?

Me, Myself & I (MMI) Neath Port Talbot (1155162) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## How do we process your personal data?

MMI complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: –

- To keep record of individuals attending the services.
- To ensure that we meet their needs by providing a person centred care approach at all times and have contact details in case of emergencies
- Candidates attending training – correspondence on training schedule, contact details for emergencies and to allow MMI to forward on completion certificates and paperwork
- Direct Payment recipient and Personal Assistant details
  - For employment purposes
  - To ensure the DP is working effectively to meet the DP recipients needs

## What is the legal basis for processing your personal data?

Processing is necessary for the legitimate interests of the charity, so that we can provide clients, guests, volunteers and staff with the service as set out in the aims and objectives of the charity, ensuring that we safeguard our clients at all times. The processing is necessary for the agreement we have with you, or because we need to take steps before entering into that agreement. Processing is also a legal obligation so that we can comply with tax and other regulatory obligations.

Provision of your data is a necessary obligation – without it, we are unable to provide you with services.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with the following:

- Allocated staff and external teams (Accountants)
- Direct Payment Team – as appropriate

Third parties are contractually required to protect your data and comply with GDPR.

MMI will never pass on your information to another organisation for them to market directly to you directly.

## **How long do we keep your personal data**

Your data is kept for no longer than necessary in case of any complaints, legal claims or auditing queries. For details of specific project retention dates, please contact us using the details below.

## **Your rights and your personal data**

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which MMI holds about you;
- The right to request that MMI corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that MMI provides you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use before we start the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact MMI, 01639 812 528, Parc Newydd, Briton Ferry, SA11 2UP. [info@me-myself-and-i-club.co.uk](mailto:info@me-myself-and-i-club.co.uk)

You can also contact the Information Commissioners Office online.