

## Privacy Notice – Members’ Application Form

**You may tick a box and sign the application form to acknowledge you have read this Privacy Statement but may be asked to return a signed copy of this form as part of the application process.**

Thame Senior Friendship Centre is a registered charity (charity number 1039978). This data privacy notice will explain how we use any personal data we collect from you in the attached form. Any references to ‘us’ or ‘we’ hereafter in this privacy notice therefore relate to Thame Senior Friendship Centre.

Thame Senior Friendship Centre is the sole data controller of any personal data you provide us. We will not share your data with any third party without your explicit consent. Your data will not be transferred abroad.

We collect data via the ‘Application and Referral Form for Day Services’ for the following purposes:

- To assess whether and how the applicant’s needs can be met while at Thame Senior Friendship Centre
- To ensure the safety of the applicant while at Thame Senior Friendship Centre
- To enable us to contact the applicant and their referrer regarding the application to Thame Senior Friendship Centre
- To enable us to contact the applicant’s GP in case of an emergency during their time at Thame Senior Friendship Centre

### **Legal Basis for Processing your Personal Data**

Under GDPR, a legal basis for data processing must be defined. In this case, Thame Senior Friendship Centre will rely upon consent as the legal basis for the processing of data for the purposes outlined above:

*Article 6. 1. a: the data subject has given consent to the processing of his or her personal data for one or more specific purposes.*

Some of the data collected in the 'Application and Referral Form for Day Services' (namely that relating to the applicant's health, and that relating to their living situation where that may include data regarding their sexual orientation) is protected as 'special category data' under GDPR, due to the particularly sensitive nature of this data. In order to process such data, a legal basis for its processing must also be identified. Thame Senior Friendship Centre will rely upon consent as the legal basis for the processing of this special category data:

*Article 9. 2. a: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.*

## **How We Protect Your Data**

Thame Senior Friendship complies with the General Data Protection Regulation (GDPR) by keeping data up to date, by not collecting more data than is required for the purposes listed above, and by taking appropriate measures to ensure your data is stored securely and protected from loss, misuse and unauthorised disclosure. The data you provide via this form will be stored securely, either electronically or in a locked facility if supplied on paper. It will be stored for no longer than 5 years, after which time it will be securely destroyed. The collection and storage of your data is done in line with the Thame Senior Friendship Centre's GDPR Policy.

## **Your Rights**

The GDPR provides the following rights for individuals:

- The right to be informed of the data we collect, and how we process and use your data
- The right of access - you have the right to request a copy of the data Thame Senior Friendship Centre holds about you

- The right to rectification - you have the right to request that we update any of your personal data which you believe to be inaccurate or incomplete
- The right to erasure - you have the right to request that we delete your personal data, under certain conditions
- The right to restrict processing - you have the right to object to our processing of your personal data, under certain conditions
- The right to data portability - you have the right to request that we transfer the data we have collected to another organisation, or to you directly, under certain conditions.
- The right to object
- Rights in relation to automated decision making and profiling.

To exercise all relevant rights, or for queries or complaints please in the first instance contact Thame Senior Friendship Centre via 01844 212080.

Should you wish to report a complaint or if you feel that Thame Senior Friendship Centre has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office. Information on how to do so is available here: <https://ico.org.uk/make-a-complaint/>

By signing below, I confirm that I understand and consent to the processing of the data provided in the Application form for membership as detailed in this privacy notice.

Applicant name: .....

Applicant signature: .....

Date: .....

Referrer name (if applicable):.....

Referrer signature (if applicable):.....

Date: .....