

Cotswold Boatmobility Privacy Policy

Our contact details

Name: Cotswold Boatmobility

Address: Bell House, Wallbridge Lock, Stroud, GL5 3JS.

Phone Number: 07562 173659

E-mail: info@cotswoldboatmobility.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal Identifiers, contacts and characteristics (for example, name and contact details)
- Details of any specific individual needs

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow us to contact you
- To allow us to ensure your comfort, whilst you are using our service
- To allow us to ensure your safety whilst you are using our service
- To allow us to ensure the safety of other service users
- To allow us to ensure the safety of the general public

We also receive personal information indirectly, from the following sources in the following scenarios:

- From parents, carers, guardians, colleges, residential homes or other organisations who have responsibility for your health and well-being, who are signing up to use our service on your behalf.

We may share this information with our volunteers.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting 07562 173659 or info@cotswoldboatmobility.org.uk

(b) We have a contractual obligation.

(c) We have a vital interest.

(d) We have a legitimate interest.

How we store your personal information

Your information is securely stored on our trustees' databases and the filing cabinet of our chairperson. We also have minimal safety and contact details in paper form, which are carried on the boats during our sessions.

We keep all contact details, medical information and any other personal details that you provide to us for 3 years. We will then dispose of your information by shredding anything we have stored in paper format and deleting any details we have stored electronically.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@cotswoldboatmobility.org.uk or on **07562 173659** if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@cotswoldboatmobility.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>