



Privacy Policy

How we use your data?

New Beginnings is committed to protecting your right to privacy. We appreciate the sensitivity of the personal information that you disclose when you visit or register on our website or otherwise. We observe high standards of confidentiality and comply with all relevant data protection legislation, in respect of which we are registered with the Information Commissioner's Office. This policy will help you understand why we collect your personal information, how it is used and what your rights are. It will enable you to make an informed decision as to whether you give us your personal information.

What rights do I have around the use of my personal data?

What rights do I have around the use of my personal data? We know that data protection can be complicated and that's why you have a number of rights; You have the right to see your personal data that is held by us. You also have the right to ask us to amend data that is incorrect, to delete data, or not use it in certain ways. You have the right to move, copy or transfer your personal data. You can contact the Trustees to do this.

Who holds my personal data?

New Beginnings Reading hold your data.

How do you protect my personal data?

By law we must have measures in place to protect data. As a result, we have strict rules to protect the storage and use of all data. These rules apply to anyone who uses the data, even if they are not part of the New Beginnings (we make sure that our contracts include clauses to protect data). Our processes also include protection for our buildings and IT systems.

Who can see my personal data?

We can give your personal data:

- to persons who provide a service to us or act as our agents
- to anyone to whom we may transfer rights and duties under this policy
- to third parties who act on behalf of New Beginnings Reading
- where we have a duty to provide that data (such as to regulatory bodies), or if the law allows us to do so, or if the person who asks for the data has a lawful interest in seeing the data.

Information we hold

By submitting the application form we receive and hold the following personal information:

- Information about you: name, email address, postal address, mobile and home
- telephone numbers.
- Information on your emergency contact: Name, email address, postal address, mobile
- and home telephone number
- Where applicable: Information on up to two references: Name, email address, postal
- address, telephone number and relationship to you.
- Other background information that you have disclosed.

We hold this information for the following purposes:

1. To contact you with regarding your application
2. To contact you regarding employment
3. To contact your emergency contact in case of an emergency
4. To contact referees for references

The legal basis for collecting this information is in our legitimate interest of informing applicants about their application, and employment.

We will hold on to your information for a 6-month period following the submission of your application or the termination of your employment.

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If you wish to exercise any of your rights, please contact us via email at contactus@newbeginningsreading.org.

We may update our Privacy Notice from time to time and update the "effective date" at the top of this Privacy Policy. You are advised to review this Privacy Notice periodically for any changes.

Changes to this Privacy Notice are effective when they are posted on this page.

If you have any questions about this Privacy Policy, please contact us by email: contactus@newbeginningsreading.org.

Owner: Chairperson
Date of last review: October 2020
Date of next review: October 2021