

## Privacy Policy (March 2021)

Together in Barnet (TiB) is a registered charity (1157192) whose aim is to tackle homelessness in the London Borough of Barnet. It runs a night shelter within the local community to house rough sleepers drawing on volunteers who provide dinner, bed and breakfast for those in need. As part of our work, we collect and process personal data about the people who interact with us. We only collect the bare minimum we need to offer our services and do our work. This notice outlines what data we collect, how we may use it, how we protect your data and your rights, and how you can exercise those rights. If you have any questions, comments or concerns about any part of this policy or how TiB handles your information please contact [secretary@togetherinbarnet](mailto:secretary@togetherinbarnet).

### The information we collect

We may collect, use, store and transfer personal data about you as follows:

If you are a guest at one of our shelters, we will collect and store the following information about you:		
Information we collect/store	Purpose for collecting/storing the information	Legal basis for collecting/storing the information
<p>Contact information such as your name, date of birth, NI number, chain number, nationality, benefits being claimed, previous situation re-street.</p> <p>Health information including that relating to physical vulnerability where necessary such as epilepsy and diabetes as well as through the Covid risk assessment. Also dietary preferences, that by default, may identify your religious beliefs.</p>	<ul style="list-style-type: none"> <li>To administer your stay with us.</li> <li>So that we can provide a safe and consistent service to you, our other guests and volunteers while you stay with us.</li> <li>So volunteers are able to address any related medical issues that might arise in the shelter.</li> </ul>	<p><b>Legitimate interests</b> - it is necessary for us to read and store your information so that we can communicate effectively and offer a safe service to you during your stay.</p> <p><b>Reasons of substantial public interest</b> - it is necessary to use and store your health and dietary information listed here for the purposes of protecting you and others from neglect, physical, mental or emotional harm.</p> <p>Reasons of public interest in the area of public health - it is necessary for us to undertake a Covid risk assessment to protect our guests and staff and for public health purposes.</p>

**When you become a volunteer at our night shelter, we will collect and store the following information about you:**

Information we collect/store	Purpose for collecting/storing the information	Legal basis for collecting/storing the information
<ul style="list-style-type: none"> <li>• Your name, telephone number and email address.</li> <li>• Details of your relevant experience in voluntary or employed positions as well as the dates and venues you have worked for night shelters.</li> <li>• Your marketing communication preferences and social media details.</li> </ul>	<ul style="list-style-type: none"> <li>• Administering our volunteers.</li> <li>• Updating you on training provision/opportunities and other useful information relating to your volunteering role.</li> <li>• To support the safety of you as a volunteer and our guests while in the shelter.</li> <li>• To keep you informed/market to you about Together in Barnet where you have given your consent for us to do so.</li> </ul>	<p><b>Legitimate interests</b> - it is necessary for us to read and store your information so that we can ensure you get a good volunteering experience and to ensure the safety of our volunteers and guests in the shelter. We need to be able to share necessary information with you to assist you in your volunteering role. We can only achieve our charitable aims by working with our network of volunteers.</p> <p><b>Consent</b> - where you have given your consent for us to keep you informed about Together in Barnet.</p>

**If you have donated to Together in Barnet, we will collect and store the following information about you:**

Information we collect/store	Purpose for collecting/storing the information	Legal basis for collecting/storing the information
<ul style="list-style-type: none"> <li>• Your name, telephone number and email address.</li> <li>• Details of any donations you have made.</li> <li>• Your marketing communication preferences and social media details.</li> </ul>	<ul style="list-style-type: none"> <li>• Administering the donations we receive to Together in Barnet.</li> <li>• To communicate with you when necessary.</li> <li>• We have a legal requirement to hold a register of financial transactions and donors to report to HMRC and our accountants.</li> <li>• To keep you informed/market to you about Together in Barnet where you have given your consent for us to do so.</li> </ul>	<p><b>Legitimate interests</b> - it is necessary for us to read and store your information so that we can administer the donations we receive and to communicate with you when necessary. These donations are necessary to allow the charity to function.</p> <p><b>Compliance with our legal obligations</b> - where we are required to report information for tax or similar purposes.</p> <p><b>Consent</b> - where you have given your consent for us to keep you informed about Together in Barnet.</p>

## **Who do we share your information with?**

In very specific circumstances we may share your personal data with the following organisations or third parties:

**Our partner organisation** - Homeless Action in Barnet; we only share information with our partner organisation that is strictly necessary to meet our charitable purposes. We do not share any data for the purpose of marketing or promoting our services.

**Third parties that process personal data on our behalf** – third party service providers (such as our data storage providers, data analytics providers and IT technical support) who process personal data as part of providing a service to us, may also have access to your personal data. They will be required to keep your personal data secure and will not be allowed to use your personal data for their own purposes unless they have a specific legal requirement to do so.

**Law enforcement, government agencies, courts and other official bodies** - where we believe disclosure is necessary (i) as a matter of applicable law or regulation, (ii) to exercise, establish or defend our legal rights, or (iii) to protect your vital interests or those of any other person.

## **How long do we keep this information?**

**For guests at our shelters** - we will store your personal information for the length of time you stay with us and then, for a period of up to a maximum of one year after your stay.

**For volunteers** - we will store your personal information for the length of time that you are a volunteer with us. We will continue to store your information for up to a maximum of one year from the point you finish volunteering with us. If you provide us with initial details but do not end up volunteering with us, we will securely delete your information within three months.

**For donations made to us** - we will store your personal information for the time you are making regular donations to Together in Barnet. Should you decide to stop donating to us, we will store your information for up to a maximum of one year from the point you end your donations. If you provide us with initial details but do not end up donating to us, we will securely delete your information within three months.

**Where you have given consent for us to keep you informed about Together in Barnet**- if at any time you decide that you no longer wish to receive marketing communications from us, you have the right to opt out by contacting us at [admin@togetherinbarnet.org](mailto:admin@togetherinbarnet.org). If you opt out of receiving marketing from us, we will securely delete the information that we hold about you for this purpose within two working days.

## **Cookies Policy**

We use cookies (small files or pieces of text that download to a device when someone accesses a website or app) to enhance the online experience of visitors to the website, to better understand how the site is used, to ensure that it is secure and to prevent fraud. We will ask you to give your consent to the use of cookies when you arrive on our website.

Together in Barnet keeps your information securely in accordance with our Data Protection and Information Security Policy. Once we no longer need to store your information as described above, we will securely delete it in line with our policy.

## Your rights and what you can do if you are concerned

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

You are able to:

- Ask us for copies of the personal information we hold about you.
- Request correction of your personal information that is inaccurate.
- Request erasure of your personal information in certain circumstances.
- Object to processing of personal information in certain circumstances.
- Request restriction of processing of your personal information in certain circumstances.
- Ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

These rights are subject to various legal exceptions. In the event you make a request to us, we will write to you explaining if we have relied upon any of these exceptions in responding to your request.

You can exercise any of the above rights by contacting us at [simon@togetherinbarnet](mailto:simon@togetherinbarnet) or at Together in Barney c/o Homeless Action Barnet, 36B Woodhouse Road, London, N12 0RG

If you have any concerns, we would be grateful if you could contact Simon Rubinsohn at Together in Barnet in the first instance as we would be happy to discuss these with you. You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO). Full details can be found on the ICO's website [www.ico.org.uk](http://www.ico.org.uk).