Bullion Community Resource Centre (Bullion Hall) privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details

Email

belinda@bullionhall.com

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery and third party referrals**:

- Names and contact details
- Addresses
- Date of birth
- Emergency contact details
- Photographs or video recordings
- Service use history

- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Information about support requirements
- Information about lifestyle, interests or personal history
- Records of meetings and decisions
- Payment details (including card or bank information for transfers and direct debits)

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Financial transaction information
- Criminal offence data

We collect or use the following personal information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number

- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. You can read more about this right here.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. You can read more about this right here.
- **Your right to erasure** - You have the right to ask us to delete your personal information. You can read more about this right here.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. You can read more about this right here.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. You can read more about this right here.
- **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. You can read more about this right here.

- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. You can read more about this right here.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery and third party referrals** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Where we get personal information from

- Directly from you
- Regulatory authorities

- Family members or carers
- Social services
- Charities or voluntary sector organisations

How long we keep information

Retention Periods for Records

Income/ Monies received		
Document	**Retention period**	**Reason for retention period**
Bank paying in counterfoils	Six years from the end of the financial year in which the transaction was made.	Companies Act/Charities Act
Bank statements		Companies Act/Charities Act
Remittance advices		Companies Act/Charities Act
Correspondence re donations		Companies Act/Charities Act
Bank reconciliations		Companies Act/Charities Act
Receipts cash book	Ten years	Companies Act/Charities Act and HMRC
Sales ledger		Companies Act/Charities Act and HMRC
Deeds of covenant/ Gift Aid declarations	Six years after the last payment made. Twelve years if payments outstanding or dispute regarding he deed	Data Protection Act
Legacies	Six years after the estate has been wound up	Data Protection Act

Payroll documentation		
Document	**Retention period**	**Reason for retention period**
Income tax records re employees leaving i.e P45	Six years plus current year	Taxes Management Act
Notice to employer of tax code (P6)	Six years plus current year	Taxes Management Act
Annual return of employees and directors expenses and benefits (P11D)	Six years plus current year	Taxes Management Act
Certificate of pay and tax deducted (P60)	Six years plus current year	Taxes Management Act
Notice of tax code change	Six years plus current year	Taxes Management Act
Annual return of taxable pay and tax deducted	Six years plus current year	Taxes Management Act

Records of pension deductions (including superannuation)	Six years plus current year	Pensions Act 1995
Clock cards	Two years after audit	Audit
Payroll and payroll control account	Six years plus current year	Companies Act/Charities Act and Taxes Management Act

Employee/personnel records		
Document	**Retention period**	**Reason for retention period**
Medical records and details of biological tests under the control of Lead at Work Regulations	Forty years from the date of the last entry	The Control of Lead at Work Regulations
Accident reports	Three years after last entry or end of investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Details of medical schemes	Permanently	Commercial
Organisation charts	Permanently	Commercial
Staff personnel charts	Six years after employment ceases [2]	Limitation Act 1980
Wages and salary records	Six years plus the current year	Taxes Management Act
Expense accounts/records		Taxes Management Act
Overtime records/authorisation		Taxes Management Act
Redundancy details, calculations of payments, refunds, notifications to the Secretary of State	Six years after employment has ceased	Data Protection Act
Life Assurance expression of wish forms	Six years after employment ceases or death	Data Protection Act
Applications for jobs- where the candidate is unsuccessful	Six months after notifying the unsuccessful candidate	Discrimination Acts 1975 and 1986 and Race Relations Act 1976 recommend six months. One year limitation for defamation actions under Limitations Act
Statutory Maternity Pay records, calculations or other medical evidence	Three years after the end of the tax year in which maternity period ends	The Statutory Maternity Pay Regulations
Sickness records	Three years after the end of each tax year for Statutory Sick Pay purposes	Statutory Sick Pay (General) Regulations

Buildings, plant and engineering		
Document	**Retention period**	**Reason for retention period**
Deeds of title	Permanently or until property is disposed of [4]	Data Protection Act
Leases	Fifteen years after expiry	Limitations Act 1960
Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of historical interest and final health and safety file.	Permanently or until six years after property is disposed of	Data Protection Act

[4] Copy of title deeds should be kept for six years after disposal.

Buildings, plant and engineering (continued)		
Document	**Retention period**	**Reason for retention period**
Asbestos Register and Asbestos Disposal Certificate	Permanently. Property holders required to examine the premises for asbestos or possible asbestos materials, record the location or those materials and assess the risk. These assessments are to be recorded and provided to anyone who may disturb the asbestos.	Control of Asbestos at work Regulations
Hazardous substances: disposal of heavy metals and radioactive sources	Permanently	Data Protection Act
Plant and Machinery	Until one year after the plant and machinery is removed from the building	Data Protection Act
Records of major refurbishments, warranties, planning consents, design documents, final health and safety files	Thirteen years for actions against contractors etc	Data Protection Act

Pension records		
Document	**Retention period**	**Reason for retention period**
Details re current pensioners	Ten years after benefit ceases	Commercial
Pensions scheme - next of kin/expression of wish forms	Six years after date of death	Data Protection Act
All trust deeds and rules	Permanently	Companies Act, Commercial, Pensions Act 1995
Trustees' minute book	Permanently	Companies Act, Commercial, Pensions Act 1995
Annual accounts	Permanently	Companies Act, Commercial, Pensions Act 1995
Investment and insurance policy records	Permanently	Companies Act, Commercial, Pensions Act 1995
Actuarial reports	Permanently	Companies Act, Commercial, Pensions Act 1995
Contribution	Permanently	Companies Act, Commercial, Pensions Act 1995

Insurance documents		
Document	**Retention period**	**Reason for retention period**
Policies	Three years after lapse	Data Protection Act
Claims correspondence	Three years after settlement	Data Protection Act
Employer's Liability insurance certificate	Forty years	Employers' Liability (Compulsory Insurance) Regulations 1998
Accident reports and relevant correspondence	Three years after settlement	Data Protection Act

Other documents		
Document	**Retention period**	**Reason for retention period**
Trustee/director/governor minutes or meetings and decisions	Permanently	Data Protection Act
Annual accounts and annual review	Permanently	Data Protection Act
Major agreements of historical significance	Permanently	Data Protection Act
Investment certificates	Permanently	Companies Act, Charities Act, commercial
Health and safety records	Three years for general records. Permanently for records relating to hazardous substances.	Personal injury actions must generally be commenced within three years of injury. However industrial injuries not capable of detection within that period (e.g. Asbestos) the time period may be substantially extended.
Investment ledger	Permanently	Companies Act, Charities Act, commercial
Fixed assets register	Permanently	Companies Act, Charities Act, commercial
Contract with customers, suppliers or agents, licensing agreements, rental/ hire purchase agreements, indemnities and guarantees and other agreements or contracts	Six years after expiry or termination of the contract. If the contract is executed as a deed, the limitation period is twelve years	Limitations Act 1980 [5]

Who we share information with

Data processors

Who do we share information with and for what purpose

Details of information	With Whom
Staff details inc NI, Tax details, student loans	Torbitts – who in turn share with HMRC
Staff - Personnel inc Health	Croner and their medical advisors where required
Staff – basic details such as address, DoB	Simply Health
Staff – payslips	Funders that may be supporting a particular post
Staff – personal bank account details	The Cooperative Bank – for payroll, payment of expenses etc.

Participants – names, address, age	Pelton Youth & Community Centre, MK Youth, Lottery
Participants and staff may volunteer – health details medication. Receipt of a completed ICE* form (*In Case of Emergency)	Emergency services
Service Users – Kitchen. Names, address, age, medical information, Background (e.g. family). Updates re work in the kitchen , including changes in behaviour , capacity etc	Key workers, Learning disabilities Team. Designated Carer (s)

Others we share personal information with

- Care providers
- Organisations we need to share information with for safeguarding reasons
- Local authorities or councils
- Relevant regulatory authorities for DBS Checks

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: https://www.ico.org.uk/make-a-complaint

Last updated

23 October 2024