

Blaby District Council **Statement**

Voluntary and Community Sector Database Privacy Notice

Original Publish Date	March 2018	Review Frequency	Every 3 Years	Current Version Publish Date	April 2024
Approved By*	Service Manager (Individual)	Approval Date*	09/04/2024	Version Number	001
Author Job Title	Funding and Awards Officer	Service Area	Community, Business Work and Skills	Document Register Reference	A916

*Approved by and 'approval date' are in relation to the most recent version.

Review History			
Version*	Reviewed By (Job Title)	Review Completion Date	Brief Description of Changes (add 'no changes required' if applicable)
001	Zoe Coulson / Jill Stevenson	9/4/2024	Update to key contact details, including change in team name.

*Version number remains the same if no significant changes are made upon review.

Document Definition / Approval & Review

Defining the document type and how it is approved and reviewed

Blaby District Council statement **‘A definite or clear expression of something in writing (something that is written which provides information in a formal or definite way)’**.

Key published documents are approved for publication in line with the approval matrix illustrated in the [Key Published Document Procedure](#).

Unless agreed by exception, key published documents must be reviewed at least **every 3 years** from the date of approval.

Significant updates/changes must also seek reapproval in line with the approval matrix.

Scope

To what and to whom this statement applies

This privacy notice (statement) relates to voluntary and community sector groups and organisations and social enterprises that provide services for the benefit of people in Blaby district. In particular, those that consent to have their details included on the Council’s Voluntary and Community Sector database.

Terms & Definitions

Definition of any acronyms, jargon, or terms that might have multiple meanings.

Term	Definition
VCS	Voluntary and Community Sector

Statement Sections

Section 1 Introduction – The purpose of the statement and any relevant context

The Blaby District Council Voluntary & Community Sector (VCS) database contains details of not-for-profit, voluntary and community sector groups or organisations and social enterprises that provide services for the benefit of people in the district.

The main purpose of keeping the database is to help support and build capacity of the local VCS. Keeping the database enables us to communicate directly with local VCS organisations, mainly through our e-newsletter, on things such as: the Council's Community Grants Scheme, Love Blaby Lottery, and other internal or externally organised initiatives, events, training, networking, publicity, commissioning or consultation opportunities benefiting the VCS.

The database also enables the Council to better understand the services and activities provided by the local VCS. It means that we can share information about relevant VCS organisations with colleagues, partners (such as health & social care providers, Parish Councils, members of the Community Safety Partnership and other VCS organisations) and residents in response to enquiries and to help meet residents' needs.

Section 2 – Statement Narrative

Blaby District Council (BDC) is classed as a data controller which means that BDC decides what personal information we need from you. For the purposes of the database, we need to collect information about the VCS group/organisation you represent and some personal data to enable us to communicate with you. For example, your name, position within the organisation/group, email address and telephone number. We will only have access to personal data that you provide to us. The legal basis for the collection and processing of your personal data is that you have given consent to be included.

The information you provide will be stored on a password protected database managed by the Community, Business, Work and Skills Team at Blaby District Council and is not directly accessible by other parties or the general public.

We will only keep your information for as long as you consent for us to do so. You have a right to withdraw consent at any time and you can do this by contacting the Community, Business, Work and Skills Team at vcshub@blaby.gov.uk or by calling 0116 2727718.

This information may be shared with third parties as described above but will not be transferred outside the UK. We don't use any computers or automated means to make decisions about you based on the information that you provide.

You have a number of legal rights in respect of your personal data which are: the right to be informed about how it is being used and why; the right of access to it to check that we are acting lawfully and, in some cases, the right to rectify it or to have it erased; the right to restrict our processing of it; the right of data portability; and the right to object to automated decision taking.

Contact us

If you have any questions about the way in which Blaby District Council handles your personal information, or want to raise a concern, you may contact:

Name: Andrew Hickling
Telephone: 0116 275 0555
Email: gdpr@blaby.gov.uk

You can also contact the Information Commissioner's Office (The ICO) to find out more about your rights as a data subject (a person that we hold personal data about) if you think there is a problem by email to casework@ico.org.uk or by telephone on 0303 123 1113. You can also visit the ICO's website www.ico.org.uk

Consent to be included in the VCS database

By agreeing for the details of your organisation and any personal data to be held on the Blaby District Council VCS database, you are agreeing to the following:

- Contact from Blaby District Council email (including our e-newsletter) or telephone with regard to: the Council's Community Grants Scheme,) Love Blaby Lottery, and other internal or externally organised initiatives, events, training, networking, publicity, commissioning or consultation opportunities benefiting the VCS
- Your information being shared internally with other services within Blaby District Council, such as the Community Services, Health & Leisure and Communications Teams as well as externally with partner organisations such as health & social care providers, Parish Councils, members of the Community Safety Partnership and other VCS organisations and residents. This may result in you being contacted by third parties for information about your services or group.

Section 3 – Related Documents & Other References

None

Appendices

None