

Administration - Safeguarding

Privacy Notice – Self-declaration form

Our details

Address: Elim International Centre
De Walden Road
Malvern
WR14 4DF
Phone: 01684 588 917
E-mail: Safeguarding@elim.org.uk

Data Protection Officer

Address: Elim International Centre
De Walden Road
Malvern
WR14 4DF
Phone: 01684 588 983
E-mail: dpo@elim.org.uk

Personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Criminal offence details
- Previous DBS details

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:

- Gain information about previous convictions or cautions that may be disclosed on a resulting criminal record check.

We use the information that you have given us in order to assess your suitability for working or volunteering in regulated activity.

We may share this information with statutory agencies, the police or children/adult social services.

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

We have a legal obligation.

How we store your personal information

Your information is securely stored on EIC servers, Microsoft outlook and Cognito form writing platform.

We keep completed self declaration forms until for your DBS certificate has been processed. We will then dispose your information securely.

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 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 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.

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

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

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