

# Privacy Notice

B2A understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our employees, clients, and service users who may include children and young people. We will only collect and use personal data in ways that are described here, in a way that is consistent with our obligations and your rights under the law.

## 1. Information about us

Believe to Achieve

The Workspace

All Saints Road

Wolverhampton

WV2 1EL

Charity number 1084006

## 2. What does this notice cover?

This privacy information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

## 3. What is personal data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5 below.

## 4. What are your rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your data.
- f) The right to object to us using your personal data for a particular purpose or purposes.

g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.

h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

## **5. What Personal Data do we collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name;
- Date of Birth;
- Gender;
- Address;
- Email address;
- Telephone Number;
- Job Title;
- Employment information;
- Qualifications;
- Bank details;
- Health Information.

## **6. How do we use your personal data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for any of the following reasons:

- Communicating with you. This may include responding to emails or calls from you (employees, service users).
- Administration of your employment with us. (employees)

## **7. How long will we keep your personal data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was collected. Your personal data will therefore be kept for the following periods (or where there is no fixed period, the following factors will be used to determine how long it is kept):

- We will keep your personal data throughout your period of employment and in order to comply with our statutory obligations, six years after the end of your period of employment with us (employees)

## **8. How and where do we store or transfer your personal data?**

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

## **9. Do we share your personal data?**

We will not share any of your personal data with any third parties for any purposes, subject to two important exceptions.

- In some limited circumstances, we may be legally required to share certain personal data, which may include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a legal authority.

## **10. How can you access your personal data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held), this is known as “subject access request” (SAR).

All subject access requests should be made in writing and sent to the email or postal address shown in Part 11.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

## **11. How do you contact us?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details

Nick Pratt

Project Manager

Believe to Achieve

The Workspace

All Saints Road

Wolverhampton

WV2 1EL

Email address: [nick.pratt@live.com](mailto:nick.pratt@live.com)

Telephone No: 01902 877552 or 07824328004

## **12. Changes to this privacy notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available by way of a written update.