

## **WHO ARE WE?**

We are Glendale Gateway Trust, an independent charitable community development trust, and a company limited by guarantee. Charity Number: 1059761 Company number 3208721

## **WHO'S THE DATA CONTROLLER?**

The data controller is GLENDALE GATEWAY TRUST, Cheviot Centre, Padgepool Place, Wooler, Northumberland NE71 6BL

## **HOW TO CONTACT US**

If you have any questions about this Privacy Policy or the ways in which we handle your personal information, please contact us as follows:

**FAO:** The Data Protection Officer

**Address:** Glendale Gateway Trust, Cheviot Centre, Padgepool Place, Wooler, Northumberland  
NE71 6BL

**Email:** [cheviotcentre@wooler.org.uk](mailto:cheviotcentre@wooler.org.uk)

## **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

The types of information we collect about you depends on the nature of your interactions with us. Depending on the circumstances, we collect any of the following:

Details about you. Your name, email address, postal address, telephone number, and date of birth.

GGT Members: Your name, email address, postal address, and telephone number.

Job applications: If you apply for a job with us, your CV, work history, educational details and the role you're applying for.

Housing applications. Your name, email address, postal address, telephone number, and date of birth. Employment status, previous addresses, references.

## **PURPOSE AND LEGAL BASIS**

### **How we use your information**

When you give us your personal data we will only use it to pursue our legitimate organisational interests and in particular to send you information about services or news that you have asked to engage with us about:

- the e-bulletin(s) you have told us you want to receive
- invitations to events
- communications we think are relevant to the services or news that you have requested or engaged with us about
- for internal record keeping and research purposes and to improve our services
- to process your housing application
- to process your job application
- to comply with our legal obligations

GGT won't share your personal information with third parties; transfer your personal data internationally; or use your data for automatic profiling.

GGT does not hold any special categories of data for our members or subscribers, or for any attendees at events hosted by us, or that we are hosting with partners.

## **MARKETING**

### **When you'll hear from us**

We will keep you up to date with GGT news and the weekly what's on email, plus other occasional news items. We will not bombard you with emails.

If you no longer want to hear from us, you can opt out by sending an email to [cheviotcentre@wooler.org.uk](mailto:cheviotcentre@wooler.org.uk), or by telephoning 01668 282406.

### **Third parties and marketing**

We will never share your personal information with any third parties.

## **YOUR RIGHTS**

**Under the Data Protection Act 2018 you have the following rights:**

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You have the right to see what information GGT holds about you (a 'subject access request') and to ask for the information to be amended if incorrect. To make this request please email [cheviotcentre@wooler.org.uk](mailto:cheviotcentre@wooler.org.uk) with 'Subject Access Request' in the subject line. Your request will be forwarded to the relevant person in the organisation and will be acknowledged.

Your request will be carried out within one month unless there is good reason for this not to be possible. In this event we will contact you and explain why we cannot carry out your request within one month.

You have the right to withdraw your consent for us to use your personal data at any time. If you wish to withdraw your consent please email [cheviotcentre@wooler.org.uk](mailto:cheviotcentre@wooler.org.uk). Your request will be forwarded to the relevant person in the organisation and will be acknowledged.

Your request will be carried out within one month unless there is good reason for this not to be possible. In this event we will contact you and explain why we cannot carry out your request.

You have the right to complain to the Information Commissioner's Office (ICO). [Find out how to report a concern to the ICO.](#)

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **HOW WE USE COOKIES**

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use Google Analytics to analyse the use of the GGT website. Google Analytics collects standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. For more information please see [Google's privacy policy](#).

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites.

## **LINKS TO OTHER WEBSITES**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting other sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **HOW LONG WE KEEP YOUR INFORMATION FOR**

We keep your information for as long as is reasonably necessary to enable us to provide the services that you have engaged with us for. However, where we have received funding and are bound by the terms of the grant, we have a legal obligation and will retain your information in accordance with the funders' terms. This will be made clear at the point of engagement with you when you are offered a service by the GGT.

## **COMPLAINTS**

### **Not happy?**

If you have any comments, questions or concerns about the contents of this Privacy Policy, or the way in which we use your information, we encourage you to contact us. You can do so by sending an email to [cheviotcentre@wooler.org.uk](mailto:cheviotcentre@wooler.org.uk) telephone 01668 282406 or post Glendale Gateway Trust, Cheviot Centre, 12 Padgepool Place, Wooler, Northumberland NE71 6BL