

# The Book Trade Charity Privacy Policy



## **Our contact details**

Name: The Book Trade Charity

Address: The Foyle Centre, 28 The Retreat, WD4 8LT

Phone Number: 01923 263128

E-mail: [info@btbs.org](mailto:info@btbs.org)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Relevant information relating to beneficiaries (grant and residents)
- Other information as required for the delivery of our services

## **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:

- In order for the Charity to carry out its objects, providing services and support eg to apply for a BTBS grant or housing.

We also receive personal information indirectly, from the following sources in the following scenarios:

- With other third sector organisations with whom we almonise or work in concert, including The Printing Charity and ACO.

We use the information that you have given us in order to assess need and provide services to beneficiaries.

We may share this information with the ACO or other specific organisations in order to verify provided information.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at the address above.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

## **How we store your personal information**

Your information is securely stored.

We keep the information provided for the duration of the service and for any additional time as required for future use. We will then dispose your information as appropriate.

## **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 at [info@btbs.org](mailto:info@btbs.org) 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 via our Data Protection Officer Ann Woodhall via [ann@btbs.org](mailto:ann@btbs.org).

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

The ICO's address:

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

Helpline number: 0303 123 1113

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