

## Privacy Notice



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 on things such as: the Council's Community Grants Scheme, Community Network Blaby District (our quarterly forum), Love Blaby Lottery, Community Volunteer Week and other internal or externally organised 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 in order to help meet residents' needs.

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, telephone number and/or postal address. 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 Partnerships & Community Development 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 Development Work & Skills Team at [vcshub@blaby.gov.uk](mailto: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: Louisa Horton, Data Protection Officer  
Telephone: 0116 275 0555  
Email: [gdpr@blaby.gov.uk](mailto: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](mailto:casework@ico.org.uk) or by telephone on 0303 123 1113. You can also visit the ICO's website [www.ico.org.uk](http://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 by post, email or telephone with regard to: the Council's Community Grants Scheme, Community Network Blaby District (our quarterly forum), Love Blaby Lottery, Community Volunteer Week and other internal or externally organised 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.