

Lighthouse Homes Privacy Notice Service Users

Lighthouse Homes is a registered Charity No and a company limited by guarantee. The Charity is the Data Controller.

We are a faith based organisation, seeking to operate to the highest standards of integrity; we take great care to keep all personal data secure and to process it within the guidance of the law. At Lighthouse we are committed to maintaining the trust and confidence of all, staff, volunteers, residents and supporters.

We collect only the information we need to conduct the work of our Charity and for the legitimate purposes of helping homeless people.

In this Privacy notice, we have provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. In particular we want you to know that we do not sell, rent or trade email lists with other organisations.

Contact details

At Lighthouse, our data protection officer is Geraldine Pearce, who can be contacted at geraldine.pearce@lighthousehomes.co.uk or at Rotherham Lighthouse, 01709 364600.

Purpose and Legal Basis for Processing

The purpose of data processing at Lighthouse Homes is to fulfil the charitable objectives of the Charity. Some of our personal data is processed by consent, and some on the basis of our legitimate interests

Legitimate Interests of controller

Our legitimate interests are to fulfil the objectives of the Charity, to protect our service users and staff, as well as the wider public.

Categories of personal data

Lighthouse Homes collects personally identifiable/ sensitive personal data for the purposes of providing service user accommodation.

Recipients of personal data

We share data only for the purposes of service user referral, ongoing care and move on arrangements, as well as for public protection purposes.

Transfer to third country

We do not share personal data outside the EEA.

Retention period or criteria used to determine the retention period

Service user personal data is retained for three years.

Existence of data subjects rights

As a data subject you have the following rights in law

Right to be informed

Right of access

Right of rectification

Right of erasure

Right to restrict processing

Right to object

Right to data portability

Rights in respect of automatic processing

Right to withdraw consent

Service users can withdraw consent for Lighthouse Homes to process their personal data but it will result in the withdrawal of a place at the project.

Right to lodge a complaint with the ICO

All data subjects may lodge a complaint with the Information Commissioners Office. Contact details will be provided.

Source of personal data

Our personal data is sourced from our data subjects and their agreed secondary sources.

Existence of Automated Decision Making

Lighthouse Homes does not process data using these means.

May 2018