



Lancaster District Community & Voluntary Solutions

Privacy Notice

Relating to: Breaking the Mould Registration

What information do we process?

When you register through the form on our website, we collect, store and process:

- Your name
- Your age
- Your email address and/or telephone number, if you choose to provide them
- Your address
- Other information you may choose to tell us in response to the registration questions

How do we collect this information?

We collect this information through an online form.

Why do we need this information?

We need this information to check your eligibility to participate in the Breaking the Mould project, and to help us understand the skills and knowledge you could bring to the team.

How do we store and process this information?

We store this information within emails stored on a system provided by Microsoft and process it using their software. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at <https://docs.microsoft.com/en-gb/legal/gdpr>

Who do we share this information with?

To administer the Breaking the Mould Project, we may share your information with Cumbria Youth Alliance (www.cya.org.uk) .

What are your rights over personal information we hold for this purpose?

You have certain rights under UK law (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at hello@lancastercvs.org.uk, or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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