

Privacy Notice

What information about you do we collect?

The information you provide to the Kyra Women's Project helps us to support women while meeting our legal responsibilities, and helps women access the help they need. The data we collect can include personal details, such as your name, contact details or ethnic group and any additional access needs, medical information or personal circumstances.

How do I consent to share my information?

Our legal basis for collecting and processing your data is based on consent. Before we collect any data, we ask that service users provide their positive and informed consent to allow us to do so.

Informed consent means that you clearly understand why your information is needed, who it may be shared with, and the possible consequences of agreeing or refusing the proposed use of the data before you opt-in and give consent. You may withdraw your consent at any time.

How do we use your personal information?

When we ask for your personal information, we will:

- let you know why we need it,
- only ask for the information necessary for us to work with you and provide the support you request,
- protect this data and make sure nobody has access to it who shouldn't
- make sure we don't keep it any longer than necessary. If you choose to stop your membership with Kyra we will remove your personal information from our system. We may keep any anonymous statistics relating to the work we did with you so that we can meet our reporting obligations to funders and other bodies.

We ask that you:

- give us accurate information,
- tell us as soon as possible about any changes, and
- tell us as soon as possible if you notice any mistakes in the information we hold.

We use this information to:

- support women with appropriate services and courses,

- measure whether our support is having an impact on individual women's lives,
- create anonymous statistics to measure our performance,
- help us develop and improve our service
- report to funders on how we have spent funds to achieve our charitable aims.

Who do we share data with?

We may be required or permitted under the General Data Protection Regulation (GDPR) to disclose your personal information without your explicit consent e.g. if we have a legal obligation to do so for crime prevention, or in some circumstances, feel that you or others are at risk. In most circumstances we will discuss this with an individual first, but where the law allows or requires us to share information without the data subject's consent we may disclose information without permission.

Your rights

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

If you would like to make a complaint about the way we have handled your data, you have the right to contact the Information Commissioner's Officer to do so at www.ico.org.uk.

If you have any questions about this Privacy Notice, your rights, or would like to ask any questions about why your information was collected and how it will be stored and used, contact us on 01904 632332 or contact@kyra.org.uk.