



Privacy Notice for all the Active LD Team



The Active LD team are:

LD Advisors, Directors, Staff and Volunteers



Privacy Notice

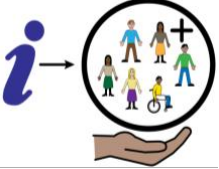


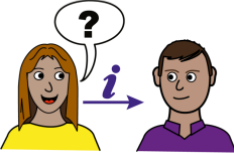

Explains what Active LD does with your personal information.






Data Controller

Active LD

Data Protection Officer

Vicki Atherton (info@actived.org)

	<p>This tells you how Active LD uses your personal information and how we keep it safe.</p>
	<p>We collect different types of information about you from: Registration forms and when you join activities.</p>
<p>about you</p> 	<ul style="list-style-type: none"> • Your name, contact information (address, phone number, email), date of birth, age, and gender • Your emergency contacts • Details about the activities that you come to • Information on your needs (to keep you and others safe) • Photographs and videos
<p>share information</p> 	<p>Why do we need this?</p> <ul style="list-style-type: none"> • To tell you what's on at Active LD (in our newsletters, emails, WhatsApp messages). • To tell you about other activities you may be interested in. • To tell other services about you and the support you need. • It helps us do our job better.
	<p>How long will we store your information?</p> <p>We will follow the law and keep your information for as long as we need to.</p>

	<p>Security</p> <p>We keep your information safe (we have passwords on our computer systems) and we control who can see it.</p>
<p>stop</p> 	<p>Marketing (newsletters and emails)</p> <p>When you sign up to an Active LD activity, we may contact you by email, WhatsApp, or our newsletter. You can:</p> <ul style="list-style-type: none"> • Say no to being in WhatsApp groups • Ask us to stop sending newsletters by clicking “Unsubscribe”
	<p>What are your rights?</p> <ul style="list-style-type: none"> • You have the right to know how we use your information. • You can see, change, or ask us to delete your information. • You can tell us to stop messages and complain if you are not happy.
	<p>Complaints</p> <p>If you are not happy with Active LD, please let us know. We will want to try to put it right.</p> <p>Here is a link to our Comments and Complaints Policy</p> <p>If you are still unhappy, you can complain to the Information Commissioner’s Office:</p> <p>Website: ico.org.uk Phone: 0303 123 113</p>
	<p>How to contact us</p> <p>Email: info@actived.org Phone: 07884 063201</p>

Privacy Notice

This privacy notice explains how Active LD ('We', 'us', 'our') use any personal data we collect about you and your rights in respect of that personal data.

Under data protection laws, Active LD is defined as a 'data controller'.

What personal data do we collect about you?

We collect and process a range of information about you. This includes:

- Your name, address, contact details, date of birth, age and gender
- Your marital status, next of kin, dependents and emergency contacts
- Information about any medical or other health conditions
- Your employment status, job title, employment history and details of any qualifications, skills and experiences
- Information about your attendance at our events or activities
- Information relevant to safeguarding
- Photographs and videos
- Finance information (including the details of any bank account for the processing of payments)
- IT information such as IP address, location or what devices you have interacted with us on (including email and when you fill in a contact form or email us directly
- Criminal convictions
- ID and proof of address documentation
- Other information that is provided by you to us that is relevant to our work with you.

How do we collect this?

Most of the information we hold will have been provided by you directly. For example, this information will be provided to us when completing our registration forms, our correspondence with you and / or information provided to us during the delivery of our activities.

In some cases information may be collected from other sources, such as your family members, employer or care provider.

Why we need your data

We collect information about you to run our organisation and to keep you and others safe

We process your information on the following lawful basis:

- Where it is necessary in the performance of a contract, such as an employment contract or the code of conduct terms and conditions;
- Where it is necessary for us to comply with a legal obligation, such as safeguarding referrals;
- Where it is necessary to protect the vital interests of an individual, such as us requesting medical care;
- To conduct DBS and other due diligence checks prior to employment, volunteering or as required;
- Where it is in our legitimate interests; and
- Where you have given us your consent, such as to receive emails from us.

Where we process information which is 'Special Category Data', such as medical information, we do so on the following basis:

- Where we have received your explicit consent;

- Where necessary for employment, social security and social protection law;
- Where it is the course of our activities as a not-for-profit organisation where the processing relates to our participants, directors, LD advisors, staff and volunteers; and
- Safeguarding purposes.

Who has access to your personal data?

Your information will be shared internally, the purposes set out above, to staff, volunteers, directors and others who are involved in the running of Active LD.

When we outsource the processing of your information to third parties, we enter into contracts with them to protect your information.

We might also make information available to other authorities, such as the local council, the NHS and other governmental organisations where required.

How long will we store your data?

We will keep your personal data for as long as is necessary to fulfill our obligations and in accordance with data protection laws, in line with our retention schedule.

Security

We will always hold your information securely. To prevent unauthorised disclosure or access to your information we use physical and electronic security safeguards.

Marketing

If you have consented to receive our newsletters and event information, you may opt out later. You have a right at any time to stop us from contacting you for marketing. If you no longer wish to be contacted for marketing purposes, please let us know by sending an email with the word Unsubscribe in the subject heading.

Artificial Intelligence (AI)

When using AI technology, we prioritise your privacy and safety by conducting comprehensive risk assessments, to ensure responsible and secure use of your data. These assessments involve identifying potential risks to privacy and implementing appropriate safeguards to mitigate them.

What are your rights?

You have a number of rights in respect of your personal data. These include:

- Right to be informed
- Right of access to personal data
- Right to withdraw consent to direct marketing
- Right to withdraw consent
- Right to have inaccurate data rectified
- Right to have information restricted from processing
- Right to have data deleted
- Right to portability
- Right to complain

Complaints

Active LD aims to provide high quality services which meet your needs. We believe we achieve this most of the time, but if we are not getting it right, please let us know. You can contact us at info@activeld.org.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office:

Online: <https://ico.org.uk/>

Post: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 113 (local rate) or 01625 545746 (national rate)

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further

information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to Active LD website so when you link to other websites you should read their own privacy policies. We keep our privacy policy under regular review and we will place any updates on this web page.

How to contact us

Please contact us using the methods below if you have any questions about our privacy policy, information that we hold about you or if you would like to apply any of your rights.

Email: info@activeld.org

By phone: 07884 063201

Further information about the General Data Protection Regulation can be found [here](#).

Privacy reviewed: 06.05.25

Next review: June 2027