

## **PRIVACY NOTICE (Residents)**

### **Introduction**

The Cardinal Hume Centre promises to respect any personal data (information) you share with us and to keep it safe. We aim to be clear with you about what we do with your data when we collect it. We also aim not to do anything with your data that you wouldn't reasonably expect us to. Here we tell you what we will and will not do with your information. This notice applies to residents of the Cardinal Hume Centre Hostel and Basil Hume House.

### **What personal data do we collect and why?**

#### Personal and Sensitive Information

The organisation that referred you to The Cardinal Hume Centre hostel or to Basil Hume House will have completed a referral form which includes personal information (such as your name, date of birth, contact details etc.), sensitive information (such as information about your ethnicity, sexual orientation, disabilities and religion) and a risk assessment (which can include information about criminal convictions). You should have seen this referral form and given your consent for them to send it to us.

At your interview, we may ask you for further personal information. We need the information that the referrer gives and that you provide in order to work out if our accommodation and support is right for you, to make a plan about how to support you with your goals and to ensure your safety and that of all our residents.

The Cardinal Hume Centre is the data controller and we process your personal information on the basis that both we and you have a legitimate interest in us doing so. This legitimate interest is to provide you with accommodation and support and to keep you safe. We process your sensitive information in order to provide social care and to ensure equality of access to our accommodation and support.

We also use the information you provide to us for monitoring and statistical purposes, but all names are removed first.

#### Information about Criminal Offences

Processing of personal data relating to criminal convictions and offences can be carried out only under the control of official authority or when the processing is authorised by EU or UK law providing for appropriate safeguards for the rights and freedoms of data subjects.

The Cardinal Hume Centre supports the rehabilitation of offenders, and a history of having committed offences will not normally prevent you from accessing our support. We have a duty to safeguard everyone who uses the centre. This includes children and vulnerable adults. We will request that you disclose information about criminal convictions to us. We use any criminal conviction information provided to complete a risk assessment for the purpose of protecting you and other Centre users.

### **How do we keep your data safe and how long do we keep it for?**

We keep your information on a secure database, in electronic folders that are only accessible to trained staff and volunteers and in paper files in locked filing cabinets. Closed paper files are kept in a secure archive facility.

We will keep your file for 7 years after your case is closed, after which it will be destroyed. If you are under 18 when your case is closed, we will keep your file for 7 years after you turn 18.

### **Do we share your personal data with anyone else?**

If we need to share your information with anyone else or seek information about you from someone else, we will explain why and we will ask for your permission. We will ask you to sign a specific consent form before we share any information.

In some circumstances we may share information without first seeking consent, for example if we believe that you or someone else is in danger or if we are legally required to do so.

To make sure we are providing the right support to our residents, Westminster Council audit our hostel files once a year. They will respect your privacy and confidentiality and will abide by Data Protection Laws.

### **What rights do you have?**

You have the right to object to us processing your data.

You have the right to see the data we hold about you.

You have the right to ask us to change incorrect information.

You have the right to ask us to erase information we hold about you.

You have the right to ask us to restrict processing of the data we hold about you.

If you have given us consent to share your information with someone else or to obtain information about you from someone else, you can withdraw this consent at any time.

For more information about all of these rights, and about how we respond to requests from you about your data, please see our Data Protection Procedures. **Please note that although you have the right to request that your data is erased, we may need to keep it; for example to comply with a legal obligation or for the establishment, exercise or defence of legal claims.**

### **Children and Young people's data**

If you are under 18, you have the same rights as adults do but as young people you merit specific protection when we collect and use your personal data. With this in mind, we will be particularly careful with your information.

Please ask us if you need help to understand this notice.

### **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the Cardinal Hume Centre website and on notices throughout the Centre.