

## SWANSEA ASYLUM SEEKERS SUPPORT

### Privacy Statement

To be provided to all individuals whose personal data SASS collects and uses

**Last updated: 01/12/2022**

#### **Our contact details**

Name: Swansea Asylum Seekers Support  
Address: SASS c/o PeoplePlus, 30 Orchard Street, Swansea, SA1 5AT  
Phone Number: 07853 717017  
E-mail: [vol.sbassg@gmail.com](mailto:vol.sbassg@gmail.com)  
Website: [www.sass.wales](http://www.sass.wales)

**This Privacy Statement forms part of the SASS Data Protection Policy, which can be downloaded from: <https://sass.wales/sass-policies/>**

#### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, in some cases also first language, age, other characteristics) of SASS beneficiaries, members, volunteers, employees, trustees, donors, and supporters
- Financial information (bank details) of regular donors, employees, and payees
- Employment history of trustees and employees

#### **How we get the personal information and why we have it**

The personal information we process is mostly provided to SASS directly by you as a member, beneficiary, volunteer, donor, supporter, employee or trustee of SASS.

We sometimes also receive personal information indirectly, from another charity or agency, when this is necessary in order for SASS to provide a service to a beneficiary.

We use the information in order to fulfil our charitable purposes – to assist beneficiaries, to organise events and services, to raise funds, and to inform members and the public about our activities.

We may share information about beneficiaries with other charities and agencies in order to enable them to provide services to those beneficiaries.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Trustees at the address above**

**(b) We have a legitimate interest. This is: in order to fulfil SASS's charitable purposes, we must collect and process a limited amount of personal information.**

### **How we store your personal information**

Your information is securely stored.

We keep personal information only as long as it is needed for SASS to carry out its charitable purposes. We will annually review all personal information held by SASS and dispose of your information if no longer needed.

We will dispose of your information on your request at any time.

We will dispose of data by deleting it from all devices and storage used by SASS.

### **Your data protection rights**

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at the address given above if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact details above.

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk> (source of the template used here)