

Havering SGV Privacy Notice

LifeLine Projects' is a registered company (number 03951096) and charity (number 1084634). Our registered office address is LifeLine House, Neville Road, Dagenham, Essex, RM8 3QS. We hold a contract with The Secretary of State for Justice to provide community-based mentoring support to People on Probation.

LifeLine Projects' is a "data controller" and we are responsible for processing personal and special category information about People on Probation who receive mentoring support.

This privacy notice tells you what to expect us to do with your personal information.

The categories of information (data) that we collect, hold and share include:

- Personal data: name, address, telephone numbers, date of birth, age, language and gender
- Special category data: religion and offending history
- Other data: attendance to mentoring sessions, other professionals working with you and proportionate offence and risk information.

Why we collect and use data: we collect and use data to provide mentoring support to you, provide progress updates and information about causes for concern to HM Prison & Probation Service (HMPPS).

The lawful basis we use data: Consent under the terms of Article 6(1) (a) and 9(2)(a) of the UK GDPR are the legal basis under which we process personal and special category data. Proportionate criminal offence data is processed under the terms of Article 6(1)(f) – Legitimate Interests of the UK GDPR.

How we collect data: we collect data from HMPPS via a referral form and mentoring sessions.

How we store data: we store data on our secure management information system, Salesforce, and within our secure email system. Personal data will be securely destroyed 6 years after the last known contact with you.

Why and who we share data with: we only share data with HMPPS and do not share with anyone else without consent unless the law or our policies allow us to do so.

Your rights: under data protection legislation, you have the right to:

- request access to data that we hold about you
- request correction to incomplete or inaccurate data we hold
- object to direct marketing
- in certain circumstances, have personal data erased or restricted, or withdraw your consent for LifeLine Community Projects to use your personal data
- request the transfer of personal data to a third party.

You may make a request for a copy of your personal data held by LifeLine Projects by emailing info@lifelineprojects.co.uk or in writing to LifeLine Projects, LifeLine House, 25 Neville Road, Dagenham, RM8 3QS.

Complaints about how we look after or use your data

If you have a concern about the way we are collecting or using your personal data, we request that concerns are raised with LifeLine in the first instance by emailing or contacting us on the above address. Alternatively, concerns can be raised with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.