



Mental Health Football in Wales

Privacy Policy

The purpose of this notice is to inform you of the type of information that MHFW holds; how that information is used; who we may share that information with; and how we keep it secure and confidential

Our contact details

CEO Name: Keri Harris. Phone Number: 07870981126. E-mail: keri@mhfw.co.uk

What information is collected?

MHFW collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- your national insurance number; information about your nationality,
- information about medical or health conditions or injuries,
- any issues with substance misuse or alcohol, whether or not you are pregnant
- contacts and activities attended;
- equal opportunities monitoring information, including information about your first language, ethnic origin, sexual orientation, health and religion or belief;
- when we deliver support virtually we may be able to see your image, depending on the platform you use. We will never record or save your image from a virtual contact

How is this information collected?

The majority of the data we collect is provided by you through; a range of forms such as membership, registration and risk assessments; obtained from correspondence with you. In some cases, MHFW may collect personal data about you from third parties, such as referring agents and professionals.

Why is information collected about me?

Records are kept about activities attended and services received by you from MHFW. This information is either written down or held on a computer. These records are then used to guide and manage the services provided. This is to ensure that we have accurate and up to date information about you to help inform the service you receive from us and to:

- ensure effective safeguarding of our members, employees and volunteers
- ensure safe working and health and safety practices
- respond to and defend against legal claims

We may also process partly/fully anonymised data to support the future development of MHFW, ensuring that services provided are always improving. This may include:



Mental Health Football in Wales

- reviewing and monitoring equal opportunities data to ensure that our services are accessible and inclusive
- reporting to our funding bodies to evidence the service we have provided*
- reporting to other interested parties on trends and other statistical information to inform key policy changes, and other decision that affect individuals who experience mental ill health

What is the legal basis for processing my information?

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:

Consent: In specific situations, MHFW can collect and process your data with your consent. For example, when you agree to the terms of the privacy policy when submitting a membership form.

Contractual: MHFW needs to process data to meet the contractual obligations we have with our funding bodies and arrangements that support our work.

Legal compliance: In some cases, MHFW may need to process data to ensure that it is complying with its legal obligations. For example, to comply with health and safety laws.

Legitimate interest: In other cases, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our organisation and which does not materially impact your rights, freedom or interests. MHFW has a legitimate interest in processing personal data before, during and after the end of your engagement with the charity.

Who will be information be shared with?

Where lawful and necessary we will share appropriate, relevant and proportionate personal data with the following:

- employees of the organisation;
- counsellors;
- health or social care providers, education services, local council and voluntary/third sector organisations who are providing support to you;
- legal claims and complaints;
- appropriate public bodies (such as Social Services and the Police) where we have concerns about your safety and well-being.

How will my information be kept confidential and safe?

MHFW takes the security of your data seriously. Information is retained in secure electronic and paper records and access is restricted to only those who need to know. MHFW has internal policies and controls in place to try to ensure that your



Mental Health Football in Wales

data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Everyone working and volunteering for MHFW has a legal duty to keep information about you confidential and secure under Data Protection Legislation.

measures to ensure the security of data.

How long does MHFW keep my information?

- we will keep your data for 6 years after engagement has ended

What are my rights?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your information on request.
- Ask MHFW to change incorrect or incomplete information
- Ask for your information to be deleted or removed where there is no need for us to continue processing it.
- Ask us to restrict the use of your information; and
- Object to the processing of your data where MHFW is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Keri Harris on the details provided at the start of this policy notice.

Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them by calling 0303 123 1113. Or go online to www.ico.org.uk/concerns

Amendments

This privacy policy may be amended from time to time consistent with the requirements of the General Data Protection Regulation. You can find the most up to date version of this document on our website - www.mhfw.org.uk