



## **Privacy Notice for Israac Somali Community Association**

### Who we are

We are Israac Somali Community Association. We are a local charitable incorporated organisation based at our large premises in Sheffield S11 8FP. Israac provides a range of wellbeing activities and opportunities for the Sheffield Somali community together with all local communities which include many people from BAMER backgrounds. We host local enterprises in the shape of a multimedia film-making hub in partnership with Sheffield Hallam Uni, plus a high quality lunch club. We are also lead organisation in an innovative BAMER consortium amplifying the BAMER voice in Sheffield. We are funded by Sheffield City Council, a range of individual funding organisations and by self-generated income from our room hire services.

### What legislation affects our Data Protection Policies and Procedures?

Data Protection Act 1998

Human Rights Act 1998 (Article 8)

Access to Health Records Act 1990

Freedom of Information Act 2000

General Data Protection Regulations (GDPR) –post 25 May 2018

### Who are we governed by?

We are a charitable incorporated organisation, charity number: 1170028 and company number CE008465. We have a Trustee board of 8 comprising members of the local community. We have a constitution setting out our regulations and status.

### Registration with the Information Commissioner's Office

Israac Somali Community Association is in the process of registering with the Information Commissioners Office (ICO).

### Why we collect information and what information we collect

We may ask for or hold personal confidential information about you which will be used to deliver appropriate and high quality services to you, and to refer you to appropriate services.

These records may include:

- Basic details, such as name, address
- Date of birth
- Dates of our appointments with you and what happened in them
- Any major health concerns you have.
- Personal, sensitive information such as sexuality, race, your religion or beliefs, and whether you have a disability, allergies or health conditions

### How we collect information

Information is collected in various ways:

- directly given by you or a close family member to a member of staff at Israac;
- referral details from other member of staff, from a partner agency or from your healthcare professional including GPs.

We will always ensure you see and understand a copy of our privacy notice before you give consent to your data being stored and processed.

### How information is retained and kept safe?

Information is retained in secure electronic and paper records and access is restricted to Israac staff who are bound by our Data Protection Policy, the Data Protection Act 1998 and other legal safeguards as listed above.

- Paper copies are kept in locked, secure filing cabinets

Our Data Protection Officers are currently Ismail Yussuf & Ahmed Mohamoud and can be contacted via email at [info@israac.org.uk](mailto:info@israac.org.uk) or phone 0114 278 7662



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- Digital (computerised) information is protected by secure passwords.
- Staff are bound to follow Data Protection Procedures according to the GDPR 2018 and Data Protection Act 1998 and as directed in Israac Data Protection Policy.

### How we use your information

Health information provided in confidence will only be used for the purposes to which you consent to, unless there are other circumstances covered by the law. These are:

- If there is a legal requirement for us to disclose your data
- If there is a risk to the safety either of yourself or of another person

Basic information about you, such as your name and parts of your address will only be shared if you give your explicit consent.

Anonymous information will be shared with our funders for monitoring purposes e.g. gender, age, ethnic background without names.

Reasons for sharing your information:

- To help inform decisions that we make about which service we refer you to.
- To ensure that services meet your needs
- To work effectively with other organisations who may be involved in supporting you by providing appropriate services
- To support your health and safety
- To support the health and safety of the general public.
- To monitor and review our services to ensure they can meet future needs. i.e. to plan and improve our services

### How long do we keep your information?

We will retain records of clients and contacts for no longer than necessary. If there has been no active contact between yourself and Israac after 5 years we will anonymise the data (remove any information which could identify you). If there has been no active contact after a further two years we will destroy all digital and paper copies of your data.

### Can I access my information?

Under the GDPR 2018 and the Data Protection Act 1998 a person may request access to information that is held about them by an organisation. For more information on how to access the information we hold about you please contact our Data Protection Officer (see below)

### Can I refuse consent to have my information stored and processed at any time?

Yes at any time and we will destroy paper and/or digital records. Please contact our Data Protection Officer (see below).

Can I make a complaint? Yes, we can supply you with a copy of our complaints policy at any time. Please contact the Data Protection Officer.

This notice is based on a template by Dorset HealthCare Foundation and enhanced by consultation with Sheffield City Council and the ICO.

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