

Third Age Project
Crypt Centre
Munster Square
London NW1 3PL
Tel.: 020 7383 4922
e-mail: info@thirdageproject.org.uk

Privacy Notice

The Third Age Project (**TAP**) has adopted this Privacy Notice to govern the data collection by TAP in providing our services to you. TAP is the data controller and responsible for your personal data.

This Privacy Notice does not apply to how any other person or organisation collects or uses your data. To find out how anyone else processes your data you will need to read their privacy notice.

We are committed to respecting and protecting the privacy of all individuals with whom we interact and to fostering user confidence in our services.

Throughout this notice when we say “Services” we are referring to the services which we offer to our members.

The purpose of this Privacy Notice is to provide transparency around how we collect and share information in order to allow us to provide the Services to our members.

This Privacy Notice explains the following:

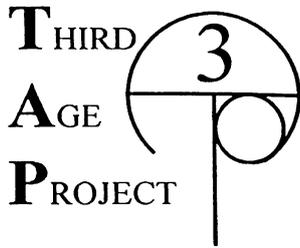
- The personal data we collect through the Services;
- How we use the information collected through the Services;
- The legal grounds that allow us to process personal data;
- Who we disclose personal data to;
- How we secure personal data
- Your rights in relation to your personal data; and
- How to contact us

In the **Supplementary Information** section of this Privacy Notice, we explain what is meant by “personal data” and other terms used in this notice. Please read this section first and speak to a member of TAP if you have any difficulty understanding the terms used.

1. The personal data we collect through our Services

To provide the Services to our members we need to collect information about our members to make sure we can:

- Comply with the aims of our charity
- Receive funding
- Provide the services in a safe manner
- Keep in touch with our members
- Meet Good Practice



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We have provided further information on the information we collect and why:

Personal Data Collected	Why we collect it
Your name and contact details	To be able to contact you to tell you about the Services available and to check in on you to make sure you are ok from time to time.

There are certain types of personal data that need to be treated with more care. We call these types of data “special categories of personal data”. These are the types of special categories of personal data we collect and the reasons why:

Personal Data Collected	Why we collect it
Your health information	To assist us in managing risk and providing activities which are suitable for you and in case of any emergencies.
Your religion	To make sure we respect any of your religious requirements, for example by providing halal meal options or quiet places to pray.
Your race and ethnicity	We have to collect this information to share with our funding partners and we also collect this information for the purposes of monitoring.

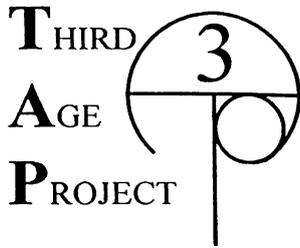
2. How we use the personal data collected through our Services

We collect and use the personal data to offer the Services. By collecting information regarding you we are able to secure funding from funding partners. We are also able to provide the Services in a way which works for our members, for example by being able to adjust activities to suit disabilities.

3. The legal grounds that allow us to process your personal data

Data protection law allows us to process your personal data, if we have a legitimate interest in doing so. As described in sections 1 and 2 of this Privacy Notice, we use your personal data to do the following:

- offer a range of Services to you which are relevant and suit your needs;
- to provide you with a service you have requested;



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- We also use your personal data to secure funding from our funding partners and to make sure we continue to meet our charitable objective.

We will not process your personal data if your interests, rights and freedoms override our own interests.

4. The legal grounds that allow us to process your special categories of personal data

Data protection law allows us to process your special categories of data where we have your consent to do so. We will ask for this consent when you become a member and will make this clear to you.

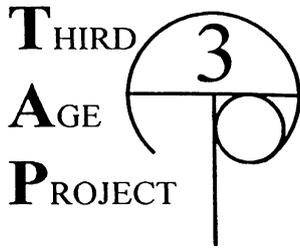
5. Disclosure of your personal data

On occasion, we may disclose the personal data collected through our Services, and information derived from it, to our funding partners. This information may include information which allows our funding partners to contact you directly so that they can verify who has received the services which they are funding. We encourage our funders and third parties to use any personal data they receive in compliance with applicable laws and regulations and to ensure that privacy notices are made available that tell you about how the information they are gathering is being used. Therefore, you are encouraged to always read the privacy notices of the websites you visit to understand issues relating to your online privacy.

We may disclose a user's personal data to third parties when we are obligated to do so by applicable law or regulation, and in order to investigate, prevent, or take action regarding suspected or actual prohibited activities.

From time to time we may ask third party service providers, to help us manage our information technology systems and to process data that directly identifies you and other personal data on our behalf.

We will only transfer your information to a third party service provider, where we are satisfied that adequate levels of protection are in place to protect the integrity and security of any information being processed and in compliance with applicable privacy and data protection laws. These measures include the use of Standard Contractual Clauses, the EU-US Privacy Shield or the Swiss-US Privacy Shield.



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6. How we secure your personal data

We are committed to ensuring your personal data is kept secure and confidential. We have appropriate security measures in place to protect against unauthorised access or accidental loss of your personal data in accordance with generally accepted industry standards. This includes undertaking necessary physical, electronic, and management activities required to protect information integrity, access, and use.

We will keep the information we hold about you only for as long as is needed to provide Services to you and for the purposes of evaluating our Services and technologies after the Services cease to be provided.

7. Your rights in relation to your personal data

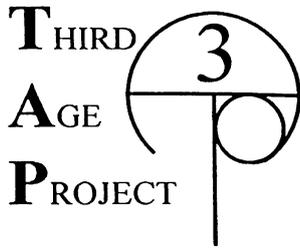
General rights

If you would like to stop receiving information from us; or your personal preferences change and you do not want us to send you any information you have previously requested; or if you have any queries about how we use the personal data collected on this website, or you wish to raise a complaint, please let us know by contacting us at info@thirdageproject.org.uk

Users from the EEA

If you are from the European Economic Area, you have rights (with some exceptions and restrictions) to: Meet

- object to our processing of your personal data. You can object at any time and we shall stop processing the information you have objected to, unless we can show compelling legitimate grounds to continue that processing;
- access your personal data. If you make this kind of request and we hold personal data about you, we are required to provide you with information on it, including a description and copy of the personal data and why we are processing it;
- request erasure of your personal data in certain circumstances Erasure rights do not apply where the data is processed for research purposes or statistical purposes.



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- request correction or updating of the personal data that we hold about you and that is inaccurate;
- request the restriction of our processing of your personal data in some situations. If you request this, we can continue to store your personal data but are restricted from processing it while the restriction is in place;
- withdraw your consent to our use of your personal data. When you use our website you may have been asked to consent to the dropping of a cookie. You may withdraw your consent to our processing of your personal data that has been derived from cookies. If you do withdraw consent, that will not affect the lawfulness of what we have done with your personal data before you withdrew consent;
- complain to your local data protection authority about our collection or use of your personal data. For example, in the UK, the local data protection authority is the [UK Information Commissioner's Office](#). You can call the UK Information Commissioner's Office on 0303 123 1113 and their address is Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

If you exercise the rights above and there is any question about who you are, we may require you to provide information from which we can satisfy ourselves as to your identity.

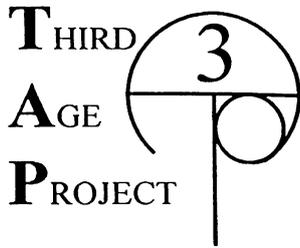
If you are from the EEA and would like to exercise any of these rights in relation to any information we hold about you via this website please contact us using the contact details provided below. We will consider and respond to your request in accordance with the relevant law.

8. Contact us

If you have any questions about our approach to privacy or you would like to exercise any of the rights mentioned in this Privacy Notice you can speak to any member of staff at TAP. You can call us on 020 7383 4922 or write to us at.

9. Updates to this Privacy Policy

This Privacy Notice may be updated from time to time to reflect changes in law, best practice or a change in our practices regarding the treatment of personal data. If you do not agree to the changes, please do not continue to use our website. You should check this notice frequently for updates. This Privacy Notice was last updated **June 2018**.



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SUPPLEMENTARY INFORMATION

In this Supplementary Information section, we explain some of terminology used in this Privacy Notice.

European Economic Area" – the 28 countries in the European Union plus Iceland, Liechtenstein and Norway.

"personal data" – any information that relates to you (or from which you can be identified).

"processing" – doing anything with personal data. For example, collecting it, storing it, disclosing it and deleting it.

"special categories of personal data" - this is personal data which relates to a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, or genetic data, biometric data, health data or information about a person's sex life or sexual orientation.

"transfer" – sending personal data outside the European Economic Area (e.g. by storing it on equipment located outside the European Economic Area), or allowing someone from outside the European Economic Area to access the personal data.

June 2018