

DVS Foundation Privacy Policy

Our contact details:

Name: DVS Foundation

Address: DVS House, 4, Spring Villa Road, Edgware, HA8 7EB

Tel: 0208 905 7667

E-mail: dvs@dvsproperty.com

All questions, comments and requests regarding our privacy policy are welcome. You can contact us via the above details.

The type of personal information we collect:

We currently collect and process the following information:

- Names
- Contact details
- Employee data
- Impact measurement data (user experiences and staff opinions)

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by you in order for us to:

- Keep a record of our contacts.
- Evaluate our work.

We may also receive personal information from organisations we partner with such as schools or charities. We need this information in order to:

- a) Carry out services for those organisations. For example, we may be facilitating a careers workshop at a local school and will need information about the students participating.
- b) Understand the effectiveness of grants.

Where services have been carried out for other organisations, we may share data collected from beneficiaries with those organisations in order for the organisations to understand the effectiveness of those services.

Under the General Data Protection Regulation (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 dvs@dvsproperty.com or 0208 905 7667.
- b) We have a legitimate interest.

How we store your personal information:

Your information is securely stored on our servers or in our office and only accessible by authorised personnel.

We keep personal information for as long as it is necessary for the purposes it was obtained. We will then dispose of your information securely.

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 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 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:

DVS Foundation
DVS House
4, Spring Villa Road
Edgware, HA8 7EB
Tel: 0208 905 7667
Email: dvs@dvsproperty.com

You can also complain to the 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>