

Cornerstone House Centre GDPR Privacy Notice – Organisations and individuals

As an **organisation** if you register with Cornerstone House Centre this privacy notice explains the information we collect. This results in Cornerstone House Centre acting as a Data Controller and, by law, we are required to provide information about us, why and how we use data, and about the rights our customers have over data provided.

Who are we?

Cornerstone House Centre Ltd is a charity registered in Scotland
Registered address – 1 Esk Walk, Town Centre, Cumbernauld G67 1BZ
Registered Charity Number SCO41782 and is a company limited by guarantee registered in Scotland Company number SC383997

Contact us: [Tel: 01236 739220](tel:01236739220) or [Email: admin@cornerstone-house.org.uk](mailto:admin@cornerstone-house.org.uk)

Any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

- a. Information collected from **organisations** may include name, website address and contact details. This is not considered personal data. However there may be cases where a personal or home address is the contact provided. Cornerstone House Centre is explicitly recording how this information is used and shared.
- b. Information collected from individuals is name, address, telephone, 'e' mail contact, social media details. Cornerstone House Centre is explicitly recording how this information is used and shared.

Why do we collect this information?

This information is recorded to ensure up to date and accurate records of organisations involved with Cornerstone House Centre. This information is required as we advertise the services we provide as a Community Anchor Organisation to the local organisations and community.

What do we do with your information?

Your information is stored in the bespoke internal systems we operate for data processing. Any contact details will be accessible by delegated users of the system as authorized by Trustees and the Manager.

If your organisation is delivering an activity/service from Cornerstone House Centre details of this will be advertised on the Cornerstone House website and other social media platforms. If you request this information not to be published we will adhere to this. No personal information will be published unless explicitly agreed.

How long do we keep your information for?

Organisational information will be kept indefinitely. This will help analyse useage and bookings within this Centre. Any personal contact details will be stored for a period of three years, personal information will then be deleted from our system.

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Rights over your information

By law, information held can be provided and if corrections are required this will be done. A request to stop using information held may be requested for a period of time if it is thought to be used unlawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns

OFFICE USE: DATE CREATED _____

TRUSTEE SIGNATURE: _____

TRUSTEE NAME: _____ DATE: _____

CHAIRPERSON SIGNATURE: _____

CHAIRPERSON NAME: _____ DATE: _____

Review Date: May 2019