



## **The VCSA Privacy Policy**

### **Our contact details**

Name: The VCS Alliance

Address: , Perkin House, 82, Grattan Road Bradford, BD1 2LU

Phone Number: 01274 306624

Privacy Notice Updated 22/06/2023

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details including phone numbers and email address).
- VCSA Employee and Trustee information including next of kin.
- Health and care related information of VCSA staff and trustees this may include physical/ mental health or information relating to a disability to ensure appropriate care is provided.
- Appropriate VCSA staff's DBS record.
- Recruitment information of people applying for posts within the VCSA.
- Website use Cookies and website analytics. (Please see Appendix A).
- Anonymised personal data from our partner organisations delivering projects/ activities on behalf of the VCSA.
- Pseudonymised data from our partner organisations delivering projects/ activities on behalf of the VCSA for very small communities of interest.

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly for one of the following reasons:

- As employees of the VCSA.
- People seeking to work with or for the VCSA.
- As volunteers/ associates working for or on behalf of the VCSA.
- As trustees sitting on the VCSA board.
- As members of the public accessing our website(s).

- Anonymised/pseudonymised data through our work with partners on project delivery.

We use the information given us in order to:

- Report on the work of the VCSA to its commissioners.
- For Human Resource/ employment requirements.
- Appropriate care, professional development, and support of our staff.
- To improve the services, we provide.

We may share this information with:

- HMRC.
- Payroll providers.
- Anonymised/pseudonymised data with our Statutory Sector Commissioners or other funders.
- Organisations we have a legal obligation to i.e. for safeguarding or Mental Capacity Act compliance.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information will be one of the following:

- **Consent.** You are able to remove your consent at any time. You can do this by contacting [info@thevcsalliance.org.uk](mailto:info@thevcsalliance.org.uk)
- **Contractual obligation.**
- **Legal obligation.**
- **Vital interest.**
- **Legitimate interest.**

**More information about the lawful basis for processing can be found**  
<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/>

*People should be aware organisations don't always need consent to use their personal data. They can use it without consent if they have a valid reason as listed above.*

## **How we store your personal information**

Your information is securely stored, and access is restricted to those with a need to know.

We keep information only for as long as it is required or for the period specified. For more information please visit:

<https://transform.england.nhs.uk/information-governance/guidance/records-management-code/>

We will then dispose your information securely. This includes secure shredding of paper based information, and use of external IT company to delete information and/or destroy hard drives.

## **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 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 at [info@thevcsalliance.org.uk](mailto:info@thevcsalliance.org.uk) 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 [info@thevcsalliance.org.uk](mailto:info@thevcsalliance.org.uk)

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>

## APPENDIX A

### NHS OPT OUT

Where the service is being delivered on behalf of the NHS you can choose whether your confidential data is used for research, evaluation and planning of the project. Most of the time this is used as anonymised or pseudo-anonymised data.

*Information that only identifies you, like your name and address, is not considered confidential patient information and may still be used: for example, to contact you.*

Confidential personal information identifies you and says something about your health, care or treatment. You would expect this information to be kept private. Your confidential data is only used by the NHS, local authorities, university and hospital researchers, medical colleges and pharmaceutical companies and the VCSE sector for researching new treatments, to evaluate provision or plan new services.

You can choose to **opt out** of sharing your confidential patient/personal information for these purposes. There may still be times when your confidential patient information is used: for example, during an epidemic/ pandemic where there might be a risk to you or to other people's health. You can also still give explicit consent to take part in specific research or evaluation of a project.

Opting out will not affect your treatment or participation in the project, your confidential patient information will still be used for your individual care. Choosing to opt out will not affect your care and treatment or involvement in the service provision.

#### **What to do?**

If you want to find out more about this process or how your data may be used by a service we commission, please email [info@thevcsalliance.org.uk](mailto:info@thevcsalliance.org.uk) .

You do not need to do anything if you are happy about how your confidential patient/ personal information is used. If you **do not** want your confidential patient/ personal information to be used for research and planning, you can choose to opt out securely online or through a telephone service

<https://www.nhs.uk/your-nhs-data-matters/> or call 0300 303 5678

Appendix B:

## Cookie Policy – *This is a live document; whenever changes are made on The VCS Alliance website a cookie audit will be undertaken and any changes to the cookies we use registered on our page “Our Cookies”*

Effective Date: 15-Jun-2023

Last Updated: 15-Jun-2023

The Privacy and Electronic Communications Regulations (PECR - <https://bit.ly/UK-ICO-PECR>) sit alongside the Data Protection Act and the UK GDPR. They give people specific privacy rights in relation to electronic communications and in this case how The VCS Alliance uses cookies on our website.

Types of cookies we use:

- **Strictly Necessary Cookies** - A strictly necessary cookie is a type of cookie that is used by the website to function properly, without which the site would not work. This type of cookie does not collect any personally identifiable information about you and does not track your browsing habits.
- **Functional Cookies** - Are used to enhance the performance of websites as without them certain functions of the website may not be available. However, they are not vital for a website to run, but they allow to remember important information and user's preferences. Information can include login data, region, language, and enhanced content.
- **Analytics or Performance cookies**- Monitor website performance and collect **anonymous** data on how visitors use a website. Some examples of performance cookies are cookies that count page visits, idle time by a user on a page, bounce rates, and load speeds.
- **Session Cookies** - Session cookies are cookies that last for a session. A session starts when you launch a website or web app and ends when you leave the website or close your browser window. Session cookies contain information that is stored in a temporary memory location which is deleted after the session ends. Unlike other cookies, session cookies are never stored on your device. Therefore, they are also known as transient cookies, non-persistent cookies, or temporary cookies.

**Third Party Cookies** - A third-party cookie is a cookie that's placed on a user's device -- computer, mobile phone or tablet -- by a website from a domain other than the one the user is visiting. Third-party cookies are most frequently used for online advertising but not always. The VCS Alliance currently uses 2 Third Party cookies one of these is a sessional cookie, the other is an analytics cookie

## What are cookies?

This Cookie Policy explains what cookies are and how we use them, the types of cookies we use i.e, the information we collect using cookies and how that information is used, and how to manage the cookie settings.

Cookies are small text files that are used to store small pieces of information. They are stored on your device when the website is loaded on your browser. These cookies help us make the website function properly, make it more secure, provide better user experience, and understand how the website performs and to analyze what works and where it needs improvement.

## How do we use cookies?

As most of the online services, our website uses first-party and third-party cookies for several purposes. First-party cookies are mostly necessary for the website to function the right way, and they do not collect any of your personally identifiable data.

The third-party cookies used on our website are mainly for understanding how the website performs, how you interact with our website, keeping our services secure, providing advertisements that are relevant to you, and all in all providing you with a better and improved user experience and help speed up your future interactions with our website.

## Types of Cookies we use

### Necessary

Cookie	Duration	Description
cookieyes-consent	1 year	CookieYes sets this cookie to remember users' consent preferences so that their preferences are respected on subsequent visits to this site. It does not collect or store any personal information about the site visitors.
_GRECAPTCHA	5 months 27 days	Google Recaptcha service sets this cookie to identify bots to protect the website against malicious spam attacks.
wordpress_test_cookie	Session	WordPress sets this cookie to determine whether cookies are enabled on the users' browsers.

### Functional

Cookie	Duration	Description
wp_wpfileupload_4101a4e1fbd9cf0f426a25e0d5416aa5	2 days	Youtube sets this cookie to track the views of embedded videos on Youtube pages.sets this cookie to measure bandwidth, determining whether the user gets the new or old player interface.

## Analytics

Cookie	Duration	Description
aiovg_rand_seed	1 day	Used in context with the website's video content. Gathers information on which videos the visitor has viewed and other preference data. These data are used to present the visitor with relevant videos.
_ga	1 year 1 month 4 days	Google Analytics sets this cookie to calculate visitor, session and campaign data and track site usage for the site's analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognise unique visitors.
_gid	1 day	Google Analytics sets this cookie to store information on how visitors use a website while also creating an analytics report of the website's performance. Some of the collected data includes the number of visitors, their source, and the pages they visit anonymously.
_gat_gtag_UA_*	1 minute	Google Analytics sets this cookie to store a unique user ID.
CONSENT	2 years	YouTube sets this cookie via embedded YouTube videos and registers anonymous statistical data.

## Performance

Cookie	Duration	Description
__wpm_client	session	Technical cookie that synchronises the website and the CMS. This is used to update the website.



## Third Party

Cookie	Duration	Description
YSC	session	Youtube sets this cookie to track the views of embedded videos on Youtube pages.
VISITOR_INFO1_LIVE	5 months 27 days	YouTube sets this cookie to measure bandwidth, determining whether the user gets the new or old player interface.

## Manage cookie preferences

### Cookie Settings

You can change your cookie preferences any time by using the cookie banner on the website. This will let you revisit the cookie consent banner and change your preferences or withdraw your consent right away.

In addition to this, different browsers provide different methods to block and delete cookies used by websites. You can change the settings of your browser to block/delete the cookies. Listed below are the links to the support documents on how to manage and delete cookies from the major web browsers.

Chrome: <https://support.google.com/accounts/answer/32050>

Safari: <https://support.apple.com/en-in/guide/safari/sfri11471/mac>

Firefox: <https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox?redirectslug=delete-cookies-remove-info-websites-stored&redirectlocale=en-US>

Internet Explorer: <https://support.microsoft.com/en-us/topic/how-to-delete-cookie-files-in-internet-explorer-bca9446f-d873-78de-77ba-d42645fa52fc>

If you are using any other web browser, please visit your browser's official support documents.