

## THOMAS Privacy Notice

This privacy notice tells you what to expect when THOMAS collects personal information. It applies to information we collect about:

1. Visitors to our website
2. People who use THOMAS services
3. People who donate to support our work
4. Job applicants, current and former THOMAS employees

### **1. Visitors to our website**

When someone visits <http://thomasonline.org.uk> we may collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will make it clear when we collect personal information and will explain what we intend to do with it.

THOMAS uses a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to our website. This information is not shared with any other organisation.

### **2. People who use THOMAS services**

THOMAS is required to collect information about the people who are registered with our residential or community services. We only use this information for the purposes of delivering the services to those individuals. The information that we hold about individuals and the way that we deal with this information meets GDPR standards. We have very high levels of data security.

### **3. People who donate to support THOMAS services**

THOMAS is very grateful for the generosity of our supporters who make occasional or regular donations to support our work. We collect and store personal data you share with us as part of our charitable and legal obligations for business accounting purposes. We will never share your personal data with other charities or fundraising organisations.

### **4. Job applicants, current and former THOMAS employees**

When individuals apply to work at THOMAS, we will only use the information they supply to us to process their application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Disclosure and Barring Service we will not do so without informing them beforehand.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, it will then be destroyed or deleted. We may retain

personalized statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up employment with THOMAS, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with us has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.

### **Complaints or queries**

THOMAS has the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to contact us if they think that our collection or use of information is unfair, misleading or inappropriate.

### **Access to personal information**

THOMAS tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information in an intelligible form.

To make a request to THOMAS for any personal information we may hold you need to put the request in writing addressing it to the Data Protection Officer, St Anne's House France St, Blackburn BB2 1LX