

5. The types of personal information we need to keep

Main points:

The types of personal information we need to keep include contact details and information for making sure we are helping all parts of the community.



These are the types of personal information we may need to ask you for and keep:

- Your name and contact information - your address, email address and telephone number, and any changes in this information



- Information about things such as race, religion, disability and sexuality that we use to check that our services help people in all parts of the community.



- Your money and details about your work, if you work, which we need to use to help you.



- Information about your disability or health condition where we need it to help you.



- Information about your access needs so we can do everything right for you at a meeting or event. This can be medical information such as things you can or cannot eat or things we need to do if there is a problem.



- Information about the help Merton CIL is giving you. This could be information about when we have been in touch and your meetings with workers at Merton CIL.



- Information other organisations give us about you that we need to be able to help you.



- Any feedback you give us in surveys or questionnaires.



- Information that our website takes from your computer when you look at our website. This can be where you are, the address that your internet service uses and what you look at on our website.



- Information about how you use our website, how long you stay on the website, the **internet programme** you use to look at our website on your computer, what **computer system** you use and the name of your website, if you have one. We do not take your name when we do this.



Internet programme: this means the programme you use on your computer to look at the internet, such as Internet Explorer, Edge, Firefox and Google Chrome.

Computer system: this means the system that works your computer such as Windows or Mac OS.

- Photographs from meetings and events.



- If you visit our offices, we will ask you to give your name and the time you get here and the time you leave. You will have to do this twice - once when you come into the building, as it is run by another organisation called Evolve Housing, and again in our office. This is because of Health & Safety rules.



There are security cameras at our offices but it is not run by us so we are not in charge of it under the General Data Protection Regulation. It is run by Evolve Housing, Wandle Valley Resource Centre, Church Road, Mitcham, Surrey CR4 3BE. Telephone 020 8545 2588.

