Privacy statement (updated October 2026)

Middlesbrough Voluntary Development Agency (MVDA) collects, processes and stores data which relates to its staff (current and former) as well as individuals applying for employment at MVDA. This often includes some types of personal data which are classed as "sensitive personal data". This data may relate to issues such as age, gender identity, racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life and any alleged offences and/or criminal convictions. Some of this information is collected at the recruitment stage, separated and anonymised.

"Data Subjects" i.e. staff and individuals applying for employment at MVDA, will be asked to provide/confirm their personal and/or sensitive personal data as required. By providing this information the Data Subject consents to MVDA collecting, processing and storing this information.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data are held and processed confidentially.

Personal data relating to staff and potential staff are processed (both manually and electronically) for various administrative, management and health and safety reasons, including but not limited to:

- Provision of payroll and pension administration.
- Occupational health.
- Personnel records including performance and absence reporting including medical information (where appropriate).
- Diversity monitoring.

MVDA handles personal data in compliance with the Data Protection Act 2018 and General Data Protection Regulation and recognises the importance of correct and lawful processing. MVDA is registered with the Information Commissioner's Office (ICO).

The personal data you provide will only be used for official MVDA business. In some cases it may be necessary to transfer your personal data outside the UK; if this occurs MVDA will ensure that adequate safeguards are in place.

MVDA discloses staff information to a variety of third parties; these include but are not limited to:

- Employees of MVDA (on a 'need-to-know' basis in relation to job function).
- MVDA Directors (on a 'need-to-know' basis in relation to their function as Trustees of the charity).
- Agents of MVDA e.g. pensions administrator.
- Relevant UK government departments, e.g. HM Revenue and Customs.
- Law enforcement agencies.
- Relevant authorities dealing with emergency situations at MVDA.
- Any other authorised third party to whom MVDA has a legal/contractual obligation to share data with.

Disclosure of certain personal data may also be made to other entities not listed above. This will only ever be done in accordance with the Act. Your consent will be sought where necessary.

MVDA will retain your personal data as long as necessary for the purposes described above. After termination of your employment MVDA may still be required to hold your personal data for a period to satisfy statutory and legal obligations or for administrative purposes.

Unsuccessful candidates' data will be held for a minimum of six months following the date of the interview.

Your Rights under the Data Protection Act 2018

As a 'Data Subject' you have a number of rights under the Act. This includes the right to:

- Access the personal data MVDA holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress.
- Prevent unsolicited marketing.
- Prevent automated decision-making.

For more information on your rights please visit the Information Commissioner's website: https://ico.org.uk/

Right to Access Personal Data

As a Data Subject you have a right to request a copy of the information MVDA holds about you. This is known as a 'Subject Access Request' (SAR). SARs should be made in writing, if possible, to the MVDA, 2nd Floor Vanguard Suite, Broadcasting House, Gilkes Street, Middlesbrough, TS1 5JA. There is usually no charge for this information. However, MVDA reserves the right to charge in accordance with the Act a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive.

Data protection complaints

We are committed to ensuring compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Individuals who are either Data Subjects (individuals whose personal data we process and who wish to make a complaint regarding the handling of their personal data) or Authorised Representatives (people acting on behalf of data subjects when valid evidence of authority is provided) can complain to MVDA regarding the handling of personal data. Data protection complaints can be made to us in one of the following ways:

- **Email** to general@mvdauk.org.uk with the subject line quoting "Data Protection Complaint"
- **Post**: MVDA, 2nd Floor Vanguard Suite, Broadcasting House, Gilkes Street, Middlesbrough, TS1 5JA.
- **Telephone**: Call 01642 249300 and quote "Data Protection Complaint".

Our approach to managing complaints is aligned with the principles of accountability and transparency. We want to ensure fair, timely and transparent resolution of complaints relating to our handling of personal data.

To enable us to handle your complaint effectively, please include:

- Your full name and contact details
- A clear description of the nature of your complaint (e.g. failure to respond to data access request, inaccurate personal data, unauthorised disclosure).

- Relevant supporting documentation or evidence, where applicable.
- If acting on behalf of another person, provide proof of authority.

On receiving a complaint, we will acknowledge receipt of this within 30 days and without undue delay we will:

- Take appropriate steps to respond to complaints, including making appropriate enquiries, and keep people informed; and
- Tell people the outcome of their complaint.