

6. Why we keep information about you, how we use it and who we share it with

Main points:

We keep people's information so we can give people our services and keep in touch with our members.

We sometimes share people's information when we are working with other organisations to do things like check how well our services are working.



The General Data Protection Regulation says organisations must have a reason to keep information about people. Merton CIL has your personal information for different reasons. One reason we keep your information is so that we can give you a good service.

GDPR calls this a **legitimate interest** in having the information. This means we decided we need to have this information otherwise we could not give people our services.





Merton CIL's reasons for keeping your contact details and information about how we are helping you are:

- To check you are allowed to use our service.



- So we have the information we need to be able to help you.



- So that we can check how good our service is and if there are things that we need to do to make it better.



We will tell you about this when we first meet you and we will give you information about this.

Sometimes we have to give personal information to other organisations. The reasons for this are:



- Organisations that fund Merton CIL's work need information about how we are working. We need to tell them about how we have helped people who use our services but we do not give them people's names.



- Sometimes we will contact you to ask you what you think about our services. If we do this, we will check that you are happy to talk to us about this. We will also check that you are happy for us to write about what you tell us in things like reports and on our website. We will not give your name when we do this.



- The organisation that runs our website may keep details such as your name and email address so that you can log in to our website.



- We sometimes need to give your information to other people we work with, like people who print things for us or send information out for us. People who help us with computers can sometimes see the information we have about people on our computers.

