

General Data Protection Regulation Policy

Version	0.1
Last Updated	16/01/2022
Last Reviewed	24/07/2023
Approval Status	FINAL

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)

How we get the personal information and why we have it:

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

- Registration to attend an event
- Registration to support charitable activities
- Expression of interest to partner with us in supporting the delivery of our charitable activities

We also receive personal information indirectly, from the following sources in the following scenarios:

- Personal information relating the delivery of services being provided by partner organisations

We use the information that you have given us:

- Solely to deliver our charitable activities

We may share this information with:

- Partner organisations supporting us to deliver our charitable activities.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting us
- We have a contractual obligation
- We have a legal obligation
- We have a vital interest
- We need it to perform a public task
- We have a legitimate interest.

How we store your personal information:

- Your information is securely stored in secure cloud data services used by the charity to support our operations
- We retain personal information only for the time period it is necessary to do so. We will then dispose your information by secure deletion or secure document destruction.



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 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 [insert email address, phone number and or postal address] 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. 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. SK9 5AF

Helpline number: 0303 123 1113. ICO website: <https://www.ico.org.uk>