

# Cambridge Ethnic Community Forum

## GDPR Privacy Notice

This Privacy Notice applies to information we [Cambridge Ethnic Community Forum] collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at [CecfEnquiries@cecf.co.uk](mailto:CecfEnquiries@cecf.co.uk)

### 1. Personal data that we process

Under the General Data Protection Regulation (GDPR), the legal basis on which we rely on for processing personal information for general purposes are:

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, telephone number, message	<b>Legitimate interests</b> - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email	<b>Consent</b> - you have given your active consent so that we can keep in touch. <b>Personal data (article 6 of GDPR)</b>
Making a donation	Name, email, address, payment information	<b>Legitimate interests</b> - this information is necessary for us to fulfill your intention of donating money and your expectation of receiving a confirmation message.
Signing up as a member	Name, email, address, telephone number	<b>Consent</b> - you have given your active consent to enable us to process your membership.
Website functionality	Website activity collected through cookies	<b>Legitimate interests</b> - If cookies are used it will be for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect.

Volunteers	Name, email, address, telephone number, ethnic origin, emergency contact details and health	<p><b>Legitimate interests -</b> If you are applying to be a volunteer, we need to collect personal data from you to enable us to respond to your request, and to progress your application to volunteer for the CECF. If you are already a volunteer, we need to collect personal data so that we can continue to support you in your role.</p> <p><b>Explicit Consent -</b> Where we process special category data we rely on explicit consent. This means that if we are asking you to give us information on your health, ethnic origin or other sensitive data then we will check that you agree to us processing your data and we'll tell you what we will be using it for.</p> <p><b>Special categories of personal data (article 9 of GDPR)</b></p>
Staff	Name, date of birth, email, address, telephone number, ethnic origin, nationality and entitlement to work in the UK, education details, employment history, criminal record, NINO, bank account, payroll and pensions, emergency contact details and health	<p><b>Contract -</b> We have a contract of employment with you and therefore need to collect and process your personal data to comply with our obligations under the contract.</p> <p><b>Explicit Consent -</b> Where we process special category data we rely on explicit consent.</p>
Service Users	Name, gender, date of birth, email, address, telephone number, ethnic origin, nationality, immigration status, HO reference, AS reference, Biometric data, NINO, case notes and correspondence	<p><b>Legitimate interests -</b> It is necessary for us collect and store this information to enable us to provide you with an effective service.</p> <p><b>Explicit Consent -</b> Where we process special category data we rely on explicit consent.</p>

## **2. How we use your data**

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this notice.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or other transactions that you initiate;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

## **3. When we share your data**

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

## **4. How long we keep your data**

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required. Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

## 5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## 6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website. Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect.

## 7. Modifications

We may modify this Privacy Notice from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.