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PRIVACY POLICY

How we respect privacy when we deal with personal information collected by our organisation.

This Privacy Policy applies to information we, Community Wise, 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 admin@communitywise.org.uk. This policy was last updated in *January 2022*.

1. Personal data that we process

The table below this policy explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

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 below this policy.

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 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:

- we are required by law to share your data;
- you have given consent for us to share your data with a specific organisation or individual.

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.

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/for-the-public/>

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.

We do not use cookies to collect personal data. However, we use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <https://policies.google.com/privacy>

7. Modifications

We may modify this Privacy Policy 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.

Purpose	Data	Basis
Enquiring about our organisation and its work,, by email, online contact form, phone, in person	Name, email and/or phone, and message	Legitimate interests – 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 (optional), email	Consent – you have given your active consent
Making a donation	Name, email, address, payment information, tax status for gift aid	Legitimate interests – this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Volunteering	Name, email, address, emergency contact information, medical information you choose to share with us	Legitimate interests – this information is necessary for us to support you in volunteering for us, and ensure we offer appropriate volunteering conditions
Signing up as a member	Name, email, address	Contract – by booking a room you have entered into a contractual relationship with us, as set out in our booking terms and conditions
Booking for an event	Name, email, phone number	Legitimate interests – it is necessary for us to process your booking and store any message (e.g., dietary requirements) so we can complete your booking in the way you would expect
Booking a room	Name, email, invoice address, phone number	Contract – by booking a room you have entered into a contractual relationship with us, as set out in our booking terms and conditions