

## Uganda Community in Greater Manchester (UCOMM)

### Privacy Policy

1. This Privacy policy applies to all personal data processed by UCOMM. UCOMM takes your privacy seriously. This policy covers the collection, processing, and other use of personal data under the Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR).
2. To the DPA and GDPR Data Protection officers are volunteers who are jointly responsible for data protection handling. Any enquiries regarding the collection or processing of your data should be addressed to the data officer at [office@ucomm.org.uk](mailto:office@ucomm.org.uk)
3. The eight principles of data protection: -

The Data Protection Act states that anyone who processes personal information must comply with eight principles: -

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant, and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with individual's rights
- Be protected in appropriate ways
- Not transferred to other countries without adequate protection

All data processors will comply with the principles of the Act.

#### **Information we collect**

4. Our website is located on a third-party host site called Godaddy which securely handles and stores our website information. They are required to maintain the confidentiality of your personal data and payment information.
5. We will collect personal data on or via our website only if it is directly provided to us by the user, for example; your e-mail address, name, address and telephone number, and therefore has been provided by you with your consent. These details will be provided while signing a volunteer form, filing a complaint, contact us, or subscriptions.
6. Our website uses analytical and statistical tools that monitor details of your visits and the resources that you access, including, but not limited to traffic data, location data, weblogs, and other communication data.
7. Your payment information provided on our website is not received or stored by us. That information is processed securely and privately by the third-party payment processors that we use. UCOMM will not have access to that information at any time. We may share your personal data with our payment processors, but only for the purpose of completing the relevant payment transaction.
8. Google forms are used to collect basic information like name, contact number, address, date of birth. These forms are found on the website, sent via emails, contact number and various events.

### Use of your information

9. The information we collect and store relating to you will be used to contact you about the different services we provide. In addition, we may use the information for the following purposes:
- To notify you about any changes to our services, future opportunities with us or changes to our charitable structure.
  - If you are an existing service user, we may contact you with information about opportunities and services like those that were the subject of a previous contact; you can unsubscribe from any mailings by letting us know or you can be removed from our contact list at any point.
  - Where you have consented to receive our e-newsletters.

### Disclosure of your information

10. We may disclose your information to regulatory bodies to enable us to comply with the law and to assist maintain security.

### Controlling the use of your data

11. If you have given us consent to use your data, you can revoke or modify that consent at any time by contacting us at [office@ucomm.org.uk](mailto:office@ucomm.org.uk)

Under GDPR, consent must be: -

- Unbundled – separate from general terms and conditions
- Active opt-in – no pre-ticked boxes or assumption of consent
- Named – precision on who has given what consent
- Documented – records are kept of the consents given
- Easy to withdraw, extract, unsubscribe and be deleted from our records

### Where we store and transfer your data

12. As part of the services we offer, the information you provide may be shared with sponsors or volunteers outside the United Kingdom.
13. We will process, disclose, or share your personal data only if required to do so by law or in the good faith that this action is necessary to comply with legal requirements.
14. You have the right to opt out of our database for marketing purposes by contacting us at [office@ucomm.org.uk](mailto:office@ucomm.org.uk)

### Security

15. UCOMM will take steps to ensure that personal data is always kept secure against unauthorised or unlawful loss or disclosure. The measures taken include:
- Personal Data on paper will be kept in locked filing cabinets with access restricted to those who are authorised
  - Password protection on personal information files
  - Restricted access to computer files and systems
  - Data, including personal data, is backed up annually
  - Encrypted attachments for sensitive personal information sent by email

16. It is UCOMM's responsibility to ensure all personal data is non-recoverable from a computer system passed on or sold to a third party that was previously used within the organisation. Any physical destruction of data will be undertaken in line with contractual obligations and any relevant British Standard.
17. Security of our website is ensured by a third party which hosts it. Once the information gets into our private systems, we ensure through our procedure that they are safe.

#### **Third party links**

18. Third parties have their own privacy policies on their platforms. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.
  - [www.godaddy.com](http://www.godaddy.com) is the third party hosting our website and have the statement below on their website.

"In all Website Builder plans any data transmitted from your site will be encrypted using an SSL (Secure Sockets Layer) certificate. Your SSL will establish an encrypted link between your web server and the browser of the person visiting your site. This means that all data will be kept private, which is important if you want visitors to your site to be safe." For more information or concerns please visit their website.

#### **Changes to this policy**

19. We may update these policies to reflect changes to our website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.
20. We welcome any queries, comments, or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at [office@ucomm.org.uk](mailto:office@ucomm.org.uk)

To be reviewed annually