



Our privacy policy – How we use your personal information

This privacy policy is to help you understand how we collect, store and use your personal information.
This is for information only – you do not have to take any action in response to this information.

1. Introduction

Epsom Refugee Network ("ERN") collects and uses your personal information to advance our objectives. More specifically, we collect and use your personal information in order to hold information about volunteers, to enable us to allocate appropriate roles to volunteers, and to keep everyone informed of our events and plans, and to assist us in monitoring and improving what we do.

ERN is committed to protecting your personal information. This statement tells you more about why we collect your personal information and how we use it.

Whilst we will take all reasonable steps to protect your personal information, we cannot guarantee the security of any personal information disclosed to us. Those disclosing personal information to us accept the inherent security implications of providing information in all formats, including online.

ERN is the data controller of the personal information to which this notice relates, and we can be contacted using the details in section 11.

2. Personal information that we collect

The types of personal information that we may collect and use may include:

- Your full name, address and contact details
- Your date of birth
- Your sex/gender
- Your marital (or relationship) status
- Your religious beliefs and practices
- Your racial or ethnic origin
- Information about your health
- Evidence of your identity

3. Where does your personal information come from?

Most of the personal information that we hold about you is provided by you when you register with us or when you contact us about the work that we do. Other information about you may be provided by other volunteers.

4. What do we do with your personal information?

In most circumstances the legal basis for us using your personal information is that we have a legitimate interest in using your personal information in order to advance our objectives through the activities outlined in section 1 above.

As part of our work we may collect and use certain sensitive personal information (for example when we receive your sensitive personal information as part of a DBS check). The types of sensitive personal information we hold will depend on the individual, but may include:

- Your religious beliefs and practices
- Your racial or ethnic origin
- Information about your health
- Information about criminal convictions

The legal basis for our collecting and using sensitive personal information is that ERN has your consent to do so. The purpose of our collecting and using sensitive personal information is to arrange befriending and one-to-one support of refugees and asylum seekers, some of whom may be considered vulnerable. If ERN is not provided with the personal information about you that we need, it may not be possible for us to arrange befriending or volunteering for you.

5. Where do we store your data?

Details are stored on the ERN Google Drive on a spreadsheet to which only the management has a password protected connection. A back-up is stored on one of the Management team's PC which is password protected.

6. Sharing your personal information with other parties

Where it is considered necessary for the purposes explained in sections 1 and 4 above, your personal information may be shared with third parties such as other volunteers. ERN may share your personal information with professional advisers and other service providers, including our IT providers. ERN may also share personal information with appropriate agencies and authorities such as the Charity Commission and HMRC and any other third parties with whom we are authorised or required by law to share personal information. We use aggregated anonymised data to help us better target our publicity to recruit more volunteers, notably, but not exclusively, using Facebook and Twitter.

Some of the third parties with whom your personal information is shared may be located outside the European Economic Area (EEA) (for example, this may happen if computer servers used by our IT providers are located or backed up in a country outside the EEA).

Under data protection legislation we can allow your personal information to be transferred outside the EEA if:

- a) the country to which your personal information is being transferred has been confirmed by the European Commission to provide adequate protection for personal information; or
- b) the entity that is holding your personal information has entered into a written contract which requires it to provide all protections to your personal information required by data protection legislation.

If the UK is no longer part of the EEA, references in this section to the "EEA" should be taken to mean the EEA and the UK. Further information about transfers of personal data outside the EEA can be obtained by contacting us at the address below.

7. How long do we keep your personal information for?

We will generally keep personal information for so long as people are active in the capacity for which the information is held and, after that, for as long as reasonably needed to keep a record of our hosting and other activities and to comply with our legal obligations in relation to the work we do.

8. Accessing and updating your personal information

Data protection legislation gives individuals the following rights in relation to personal information held about them:

- you can ask what personal information is held about you and be provided with a copy;
- if personal information held about you is incorrect, you can ask for it to be corrected;
- you can ask for personal information about you to be deleted or for processing of that personal information to stop in certain circumstances, for example, where that information is no longer needed;
- you can request that certain types of personal information held about you is sent to you, or another organisation, in a format that can be read by computer; and
- you can withdraw your consent to how your personal information is being processed, where that processing is based on your consent.

Exercising these rights is subject to certain restrictions under data protection legislation. For more information about these rights, you can write to us using the details in section 11.

9. Complaints

If you are unhappy with how we are using your personal information, you have the right to lodge a complaint with The Information Commissioner's Office (www.ico.org.uk).

10. Changes to our privacy policy

ERN will review this privacy notice and may update it from time to time. We will tell you if we make any changes to how we use your personal information.

11. Contact us

If you have any questions about how your personal information is used, please feel free to contact us by email at epsomrefugeenetwork@gmail.com or at the following address: c/o GRC, Ruxley Lane, Ewell, KT19 0JG.