

Community Development Chesterfield Privacy Policy

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

This Privacy Policy applies to all activities covered by the charity Community Development Chesterfield. Our main focus is Umbrellas Cosy Hub, a place where anyone can call in for a cuppa and a chat, join in our many activities or simply sit quietly and have some quality time out away from all the hustle and bustle.

This Privacy Policy applies to information we (Community Development Chesterfield) collect about individuals who interact with our organisation through our website, which can be found at <https://www.cdchesterfield.com>. This policy explains what personal information we collect from users of this site and how we use and disclose the information.

We use your personal information only for providing and improving the website. By using the website, you agree to the collection and use of information in accordance with this policy.

If you have any comments or questions about this notice, feel free to contact us at info@cdchesterfield.com

1. Personal data that we process

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

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, 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 and newsletter updates about our work	Name, email	Consent - you have given your active consent.
Making a donation	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.

Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies. This data is essential to allow us to deliver the functionality that you would expect..
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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 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:

- 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, principally Squarespace (our website host) and Mailchimp (our newsletter and email platform), 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 an

- 'unsubscribe' link at the bottom of a Newsletter).
- 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 at info@cdchesterfield.com

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, eg remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

This website is hosted by WIX. When you visit the website, WIX collects personal data, including:

- Information about your browser, network and device
- Web pages you visited prior to coming to this website
- Your IP address

WIX needs the data to run this website, and to protect and improve its platform and services. Squarespace analyses the data in a de-personalised form.

We use the Mailchimp platform to distribute our periodic newsletter. Mailchimp uses essential cookies to draw personal information that allows the platform to function and allows us to provide the service that you have requested.

Mailchimp privacy policy is available at <https://mailchimp.com/legal/privacy/> and their use of cookies is described at <https://mailchimp.com/legal/cookies/>

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.

VERSION	DATE	AUTHOR	REASON
1.0	10 Feb. 24	Danny Henman	Issue