

## **CDRCN Privacy Notice**

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### **County Down Rural Community Network (CDRCN)**

ICO Registration Number: Z2626617  
Registered Company in Northern Ireland: NI 42835  
Registered with the Charity Commission for NI: NIC106024.  
ISO 9001:2015 Cert: FS 592437

#### **How to contact us**

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##### **Data Protection Officer**

Mary McKeown  
Administration Officer  
County Down Rural Community Network (CDRCN)  
40 Killough Road, DOWNPATRICK, BT30 6PY, Co Down  
Tel: 028 4461 2311      Email: [info@countydowntnrcn.com](mailto:info@countydowntnrcn.com)

#### **Commitment to Data Protection**

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CDRCN is committed to protecting and respecting your privacy. This privacy notice outlines how we use and process the personal information that you provide to us. CDRCN is registered with the Information Commissioner's Office as County Down Rural Community Network.

#### **Information We Collect**

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Any information you provide will be carefully protected and stored securely. We will keep your information confidential, in accordance with the Data Protection Act / General Data Protection Regulations (GDPR), except where disclosure is required by law.

#### **Purposes for Processing Information**

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We process personal and organisational information to enable us to carry out our activities as a local community-based Network Charity in order to promote and provide our services to the local community and to:

- Process information necessary to establish or maintain membership or support;
- Process information necessary to provide or administer activities for people who are members of our organisation or have regular contact with us or use our services;
- Share the information only with people and organisations necessary to carry out the organisation's activities;
- Keep the information while the individual is a member or supporter, or as long as necessary for member / supporter administration;
- Recruit staff, Board Members, Trustees and volunteers;
- Maintain our own accounts and records;
- Support and manage our members, service users, Board Members, Trustees volunteers and employees;
- Provide access to our services.
- Provide information to funders, suppliers, contractors and regulatory bodies.

#### **How We Collect Information**

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The prime ways of collecting your information are if you voluntarily provide it to us via:

- Completing a Membership Registration Form.
- Completing a Grant Application Form.
- Completing a Good Practice Audit Checklist.
- Completing Audits or Research.
- Providing your information when accessing our services (Registration Form, Booking Form, or by providing your details to us by any other means).
- Submitting your details to us for inclusion on our e-mail list or database of members.
- Submitting your details for inclusion on our e-mail list via our Website Submission Form.

## **Types and Classes of Information Processed**

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We process information relating to the above purposes. This information may include:

- Contact /Personal details.
- Membership Details.
- Group /Organisation details.
- Services provided / accessed.
- Grant Scheme processing.

In very specific and limited cases as required by law (e.g. recruitment and employment), we also may collect and process sensitive classes of information that may include:

- Section 75 / Equality data.
- Family details.
- Financial details.
- Education and Employment details.
- Physical or mental health details.
- Information about offences / alleged offences in order to ensure the Protection of Children & Vulnerable Adults (POCVA) and to meet legal / funder / contract requirements.

## **We Process Personal Information About**

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- Members / Supporters
- Service Users
- Voluntary / Community Organisations
- Partner Organisations
- Contractors / Sub-contractors
- Suppliers
- Employees / Volunteers
- Grant Makers / Funders

## **Who the Information May Be Shared With**

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We sometimes need to share the personal information we process with the individual concerned and also with other organisations (e.g. Funders). Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Other organisations in the area or those with similar aims.
- Central or local government.
- Providers of relevant grants / services.
- Current, past and potential employers.
- As may be required by law.

## Transfers

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We do not transfer personal information overseas. Any transfers made would be in full compliance with all aspects of the Data Protection Act / GDPR and would remain within the European Economic Area (EEA).

## We May Collect and Process the Following Information about You

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- Information including your name, address, job title and function, organisation, email address, telephone number, fax number, and other related details.
- Information that you provide voluntarily on our website [www.countydownruralcommunitynetwork.com](http://www.countydownruralcommunitynetwork.com) including information provided at the time of subscription to our services or requesting further services via our website.
- Information on the services, programmes or resources that you access.
- Data from completed research surveys.
- Details of CDRCN grants or services you take part in.
- A record of our contact with you through all mediums i.e. online, in person, by telephone, fax, email etc.
- **Images, video and sound recordings. CDRCN may take photographs/video/sound recordings at events for use in printed and electronic media for promotional purposes. Some images or recordings may be selected for permanent preservation in CDRCN's Archive as a record of the voluntary and community sector activity and may be used for research, publication, education, displays and exhibitions. You will be informed of this privacy policy prior to recording.**

## How We Use Your Information

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We may use your information to:

- Provide you with information, grants, newsletters and services that you request from us or that we feel may be of interest to you, and / or were you have given permission to be contacted in this regard.
- Provide appropriate online content and improve our websites and social media.
- Contact you in relation to our surveys, audits and research programmes.
- Assist with CDRCN's organisational planning.
- Assist with maintenance of CDRCN's organisational records.
- CDRCN will only share information with third parties confirmed to have appropriate data safeguards by the Information Commissioner's Office (ICO).

## How We Store Your Data

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The data that we collect from you is securely stored on our premises at CDRCN's office and backed up to a daily cloud service provider, compliant with UK law regarding the protection and storage of data. All information you provide to us is stored securely and is password protected.

## Data Retention

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Information will not be held for longer than is necessary and personal data will be disposed of when no longer needed. The method of disposal will be appropriate to the sensitivity of the data. Records and information will be disposed of in accordance with all relevant legislation and as per disposal schedule detailed on CDRCN's Record Handling Grid.

## **Training & Review**

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All staff are trained and fully informed of their responsibilities at recruitment and Induction stages. All staff receive regular training to ensure constant updates and on-going compliance with all legislative requirements.

CDRCN regularly reviews and updates all our Policies, Procedures and practices including: Data Protection / General Data Protection Regulation, ICO Registration, Privacy, Document Retention & Disposal and record maintenance.

## **Changes to our Privacy Notice**

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We keep our privacy policy under review and any updates will be made available on this webpage. This privacy policy was last updated **in May 2018**.

## **Your Rights**

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Your rights, with regard to how we handle and process your information, are clearly defined in the Data Protection Act (DPA) / General Data Protection Regulation (GDPR). You may find more information about the DPA / GDPR, our obligations and the rights provided to you by it on the [ICO website](#).

This privacy notice only applies to CDRCNs collection of information. If you follow a link to any third party from our websites or emails please ensure you familiarise yourself with their privacy policy before sharing your personal information.

## **Contact Us**

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For more information on our privacy policy or with regard to the information we hold about you please contact us by any of the following:

- Email to [info@countydownrcn.com](mailto:info@countydownrcn.com) with the subject heading "Privacy Policy".
- Writing to The Data Protection Officer, CDRCN, 40 Killough Road, DOWNPATRICK, BT30 6Y, Co Down

The Data Protection Act / GDPR gives you the right to access information held about you via a Subject Access Request. Any access request may be subject to a fee of up to **£10** to meet labour costs in providing you with details of the information we hold about you.

## **Subject Access Request (SAR)**

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You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to supplying proof of your identity when submitting a request. Information will be supplied by **14 days**.

### **Identification examples include:**

- a photocopy of the identification pages of your current passport or driving licence;
- a copy of a current utilities bill, or credit card / bank statement which shows your address.

This identification information will be returned to you if requested; otherwise it will be securely destroyed once we no longer need it.

It is helpful if you can give us any information to help narrow the search, such as specific personal information you are looking for or which aspect(s) of CDRCNs services or programmes you have had contact with.

Please use the **Subject Access Request Form** below to request your information.

## ***CDRCN Subject Access Request Form***

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Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### **What information are you requesting?**

Please be as clear and concise as possible, including, for example, your full name, any other names you are known by, groups you may represent and what CDRCN services you may have accessed.

**Please provide any additional information which relates to your request.**

### **Please attach documentary proof of your identity**

Examples include a photocopy of the identification page of your passport or driving licence, or a copy of a current utilities bill or bank statement showing your address.

Evidence attached: \_\_\_\_\_

**Would you like us to return this documentation? (please tick one)**

Yes

No  ***please destroy this documentation when no longer needed.***

**How would you like us to correspond with you? (please tick one)**

By email, using the email address provided  OR By post, using the address provided

