



Privacy Notice

GDPR: PRIVACY NOTICE – PROJECT BENEFICIARIES, SERVICE USERS AND VOLUNTEERS

DATA CONTROLLER: DIG IN CIO

Dig In collects and processes data relating to project beneficiaries, service users and volunteers. Dig In is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This privacy notice describes how we collect and use personal information about you, in accordance with the General Data Protection Regulation (GDPR).

WHAT INFORMATION DOES DIG IN COLLECT?

Dig In collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number.
- details relating to your use of our services, i.e., health, age etc; equalities monitoring information, i.e., race, gender etc.

Dig In may collect this information in a variety of ways. For example, data may be collected through forms you complete when you join a project, or from correspondence with you, or through consultation, meetings or referrals from other agencies.

WHY DOES DIG IN PROCESS PERSONAL DATA?

Dig In needs to process data to facilitate your involvement with the organisation and its activities. In some instances, Dig In needs to process data to ensure that it is complying with its legal obligations. In other cases, CPP has a legitimate interest in processing personal data before, during and after the end of your involvement with the organisation. Processing your data allows CPP to:

- ensure the effective delivery of our projects and activities.

- maintain accurate and up to date records and contact details, ensure effective business administration.
- respond to and defend against legal claims.
- report to funders.

WHO HAS ACCESS TO YOUR DATA?

Your information will only be shared internally with staff, volunteers or project delivery partners for essential purposes.

HOW DOES CPP PROTECT YOUR DATA?

Dig In takes the security of your data seriously. Dig In has internal policies and controls in place to try to ensure your data is not lost, accidentally destroyed, misused or disclosed, and it is not accessed except by its employees, volunteers and delivery partners in the performance of their duties.

FOR HOW LONG WILL CPP KEEP THIS DATA?

Dig In will retain your personal data for no more than 12 months after you cease to participate in our projects and activities.

Dig In will only retain your contact information for longer if we have your express permission. People often want Dig In to retain contact information in order to receive details about activities and projects.

THIRD PARTIES

Some of Dig In's funders require us to share your information with them. In such circumstances, Dig In will make this clear to you before you join any projects or activities. We will seek your approval to share information before you engage with the project or activity.

Dig In will work with its funders to ensure that any personal information required is relevant and proportional.

YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require Dig In to delete or stop processing your data where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Dig In is relying on its legitimate interests as the legal ground for processing.

If you believe that Dig In has not complied with your data protection rights, you can complain to the Information Commissioner, the UK supervisory authority for data protection issues.

CONTACT INFORMATION AND EXERCISING YOUR RIGHTS.

If you have any questions about this privacy notice, please contact:

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