

BITTERN MEADOW CIC PRIVACY NOTICE UPDATED 2021

1. WHO ARE YOU?

- 1.1. We are Bittern Meadow CIC a company registered in England and Wales with registered office at 83 King Street, Norwich, NR1 1PH, and registered number 8626861
- 1.2. We provide Adventure Therapy, Charity Fundraising events, training, education and development support, and indoor and outdoor adventurous events for the general public (**Our Services**):

2. WHAT IS THIS NOTICE?

- 2.1. In order to provide our Services, we may need to process **Personal Data** from time to time (that is information about someone who can be identified from the data). This Personal Data may be about you or other people. This notice explains how we will use the Personal Data we hold.
- 2.2. As part of our Services we may transfer Personal Data to other people. We've set out a list of who we might transfer Personal Data to at paragraph 7. This notice only deals with our use of Personal Data. Recipients not bound by this privacy notice.
- 2.3. We might need to change this privacy notice from time to time. If we do, we let you know. So please do keep an eye on our notice before giving us any Personal Data.
- 2.4. All of the defined terms in this notice are explained in paragraph 14 below. If you have any questions about this notice, feel free to send us an email to melanie.wheeler@bittern-meadow.co.uk

3. WHO DO YOU HOLD PERSONAL DATA ABOUT?

- 3.1. We hold Personal Data about the following groups of people (**Data Subjects**):

DATA SUBJECTS	DESCRIPTION
<u>Client Contacts/Referrers</u>	<i>That is any party which has engaged us to provide services (including key contact data);</i>
<u>Participants</u>	<i>That is any party who or which has signed up to take part in activities provided by our organisation</i>
<u>Supporters</u>	<i>That is anyone who has contacted us to find out about what we do or otherwise supported us, other than through Participation/ as a Beneficiary</i>
<u>Beneficiaries:</u>	<i>That is any individuals who receive our Services</i>

4. ARE YOU A CONTROLLER OR A PROCESSOR?

- 4.1. We are a **Controller** in respect of the following data: Personal data provided by client contacts/referrers, participants, supporters and beneficiaries. This means we make decisions about what data to collect (in respect of those groups of Data Subjects) and how to use it.
- 4.2. We are a **Processor** in respect of Grant Funded Projects. This means that we are processing that data on behalf of (and in accordance with the instructions of) our Funders in order to meet their reporting requirements.

5. WHERE DO YOU COLLECT PERSONAL DATA FROM?

5.1 We might collect Personal Data in the following ways:

Client contacts/ Referrers

Source	Types of Data Collected
Direct interactions with the Data Subject (verbal/face to face /electronic)	Contact and Identity Data Preferences and requirements
Our Website	Traffic Data Usage Data Technical Data
Publicly available sources (internet, Companies House)	Contact and Identity Data Job Roles and Business Data
Information provided by our Client	Contact and Identity Data relating to Beneficiaries

Participants and Beneficiaries

Source	Types of Data Collected
Direct interactions with the Data Subject (verbal, face to face/electronic)	Contact and Identity Data Transaction Data Preferences and requirements Job Roles and Business Data
Our Website	Traffic Data Usage Data Technical Data
Publicly available sources (internet, Companies House)	Contact and Identity Data Job Roles and Business Data
Information provided by our Client	Contact and Identity Data relating to participation in Bittern Meadow CIC activities

It is likely that some of the Personal Data that we collect and store about Participants and *Beneficiaries* may include **Special Categories of Personal Data**. Special Categories of Personal Data includes details about an individual's race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about health and genetic and biometric data.

Supporters

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Source	Types of Data Collected
Direct interactions with the Data Subject (verbal, face to face/electronic)	Contact and Identity Data Transaction Data Preferences and requirements Job Roles and Business Data
Our Website	Traffic Data Usage Data Technical Data
Publically available sources (internet, Companies House)	Contact and Identity Data Job Roles and Business Data
Information provided by our Client	Contact and Identity Data relating to participation in Bittern Meadow CIC activities

General

We may also collect, use and share **Aggregated Data** such as statistical or demographic data that we collect from interactions with participants and beneficiaries. Aggregated Data may be derived from Personal Data but since it cannot be used to identify an individual, it is not Personal Data.

6. HOW WILL YOU USE THE PERSONAL DATA YOU HOLD AND WHAT IS YOUR LAWFUL BASIS FOR DOING SO?

Bittern Meadow CIC Client Contacts/referrers, participants, supporters and beneficiaries

- (i) We hold and process Identity, Contact and Transaction Data as a Controller, as well as Personal data such as health/medical/dietary information, which means we must have a 'lawful basis' for doing so. We have set out how we use this Data along with our lawful basis in the table below.
- (ii) Anywhere we are relying on legitimate interest we believe that such processing is necessary for the purposes of our **legitimate interest**, which in this case is to function as a business. We consider such use goes no further than the Data Subject would reasonably expect; is likely to align with the Data Subject's interests (by enabling us to provide a sustainable business model) and is unlikely to be detrimental to the fundamental rights and freedoms of the Data Subject.

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PURPOSE/ACTIVITY	DESCRIPTION	TYPES OF DATA	LAWFUL BASIS	CONDITION FOR SPECIAL CATEGORIES
To provide our services	Name, address, emergency contact details, financial transactions relating to our interactions, health/medical/disability/dietary needs, needs and requirements relating to our services	Identity Data Contact Data Transaction Data Special categories of personal data	Necessary for the performance of the contract for the provision of our services or taking steps necessary to enter into a contract.	Information gathered for health and safety purposes only where relevant
To manage our relationship with you	Name, contact details, financial transactions relating to our interactions	Identity Data Contact Data	Necessary for the performance of the contract for the provision of our services or taking steps necessary to enter into a contract. Legitimate Interest	
Administration and Dispute Resolution	Name, contact details, financial transactions relating to our interactions	Identity Data Contact Data Transaction Data	Legitimate Interest	
Marketing	To enable relevant marketing with consent	Identity Data Contact Data Transaction Data Profile Data Traffic Data	Legitimate Interest Consent	

7. WILL YOU DISCLOSE PERSONAL DATA TO ANYONE ELSE?

DATA SUBJECT GROUP	TYPES OF DATA TRANSFERRED	RECIPIENT	REASON FOR TRANSFER
Participants and Beneficiaries	Name, contact details, date of birth, gender	External activity providers (sub contracted to deliver)	Safety during delivery
Participants and Beneficiaries	Data regarding gender, age, locality region. Anonymised case studies of achievements/outcomes	Funders, grant providers	Compliance with reporting requirements necessary to meet funding guidelines

If you have any questions about whom your data might be transferred to please send us an email at melanie.wheeler@bittern-meadow.co.uk

8. WHAT SECURITY PROCEDURES DO YOU HAVE IN PLACE?

8.1 It is our policy to ensure that all Personal Data held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling the data, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such data, and in accordance with any applicable legal requirements.

8.2 **Bittern Meadow CIC electronic devices are password/pin protected. Personal data (hard copies) are stored securely in a filing cabinet in a private office.**

9. WHERE DO YOU STORE THE PERSONAL DATA YOU COLLECT?

9.1 We only use servers in *the EU*. Our current host servers are provided by KH Web Solutions Limited whose servers are based in the UK.

9.2 If you are based outside the EEA and would like further information about where we hold your data, please contact us by email: melanie.wheeler@bittern-meadow.co.uk

10. FOR HOW LONG DO YOU STORE PERSONAL DATA?

Participants and Beneficiaries

10.1. Our retention policies for *Client Contact Data* are as follows:

- (a) we may store data related to financial transactions for up to 24 months to ensure that we have sufficient records from an accounting and tax perspective;
- (b) we may archive data relating to negotiations, contracts agreed, payments made and disputes raised for up to 24 months to protect ourselves in the event of a dispute arising between you and us;
- (c) we may retain data which is held for marketing purposes after the date of termination of our contract with you (unless the relevant Data Subject requests erasure of their data prior to that date);
- (d) we may store aggregate data without limitation (on the basis that no individual can be identified from the data).

Client Contacts/Referrers

10.2. Our retention policies for Client Contacts/Referrers are as follows:

- (a) we may store data related to financial transactions for up to 5 years to ensure that we have sufficient records from an accounting and tax perspective;
- (b) we may archive data relating to negotiations, contracts agreed, payments made, disputes raised and your use of our software for up to 36 months to protect ourselves in the event of a dispute arising between you and us;
- (c) we may retain data which is held for marketing purposes after the date of termination of our contract with you (unless the relevant Data Subject requests erasure of their data prior to that date);
- (d) we may store aggregate data without limitation (on the basis that no individual can be identified from the data).

Supporters

10.3. Our retention policies for Supporters are as follows:

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- (e) we may store data related to financial transactions for up to 24 months to ensure that we have sufficient records from an accounting and tax perspective;
- (f) we may archive data relating to negotiations, contracts agreed, payments made, disputes raised and your use of our software for up to 36 months to protect ourselves in the event of a dispute arising between you and us;
- (g) we may retain data which is held for marketing purposes after the date of termination of our contract with you (unless the relevant Data Subject requests erasure of their data prior to that date);
- (h) we may store aggregate data without limitation (on the basis that no individual can be identified from the data).

11. WHAT RIGHTS DOES A DATA SUBJECT HAVE ABOUT THE PERSONAL DATA WE COLLECT AND HOLD?

11.1 Data Subjects have the following right in respect of Personal Data relating to them, which can be enforced against, whoever is the **Controller**.

- (a) **Right to be informed:** the right to be informed about what Personal Data the Controller collects and stores about you and how it's used.
- (b) **Right of access:** the right to request a copy of the Personal Data held, as well as confirmation of:
 - (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients to whom the personal data has/will be disclosed;
 - (iv) for how long it will be stored; and
 - (v) if data wasn't collected directly from the Data Subject, information about the source.
- (c) **Right of rectification:** the right to require the Controller to correct any Personal Data held about the Data Subject which is inaccurate or incomplete.
- (d) **Right to be forgotten:** in certain circumstances, the right to have the Personal Data held about the Data Subject erased from the Controller's records.
- (e) **Right to restriction of processing:** the right to request the Controller to restrict the processing carried out in respect of Personal Data relating to the Data Subject. You might want to do this, for instance, if you think the data held by the Controller is inaccurate and you would like to restrict processing the data has been reviewed and updated if necessary.
- (f) **Right of portability:** the right to have the Personal Data held by the Controller about the Data Subject transferred to another organisation, to the extent it was provided in a structured, commonly used and machine-readable format.
- (g) **Right to object to direct marketing:** the right to object where processing is carried out for direct marketing purposes (including profiling in connection with that purpose).
- (h) **Right to object to automated processing:** the right not to be subject to a decision based solely on automated processing (including profiling) which produces legal effects (or other similar significant effects) on the Data Subject.

11.2 If you want to avail of any of these rights, you should contact us immediately at melanie.wheeler@bittern-meadow.co.uk If we are not the Controller, we will need to transfer your request to the Controller – but we will only do so with your consent. If you do contact us with a request, we will also need evidence that you are who you say you are to ensure compliance with data protection legislation.

12. WHAT HAPPENS IF I NO LONGER WANT YOU TO PROCESS PERSONAL DATA ABOUT ME?

12.1 If we are holding Personal Data about you as a Controller, we will comply with your request unless we have reasons for lawfully retaining data about you.

12.2 If we are holding Personal Data about you and using that data for marketing purposes or for any other activities based on your consent, you may notify us at any time that you no longer want us to process Personal Data about you for particular purposes or for any purposes whatsoever and we will stop processing your Personal Data for that purpose. This will not affect your ability to receive our Services.

13. WHO DO I COMPLAIN TO IF I'M NOT HAPPY WITH HOW YOU PROCESS PERSONAL DATA ABOUT ME?

13.1 If you have any questions or concerns about how we are using Personal Data about you, please contact our Data Protection Officer immediately at our registered address (see paragraph 1.1 above) or by email to melanie.wheeler@bittern-meadow.co.uk

13.2 If you wish to make a complaint about how we have handled Personal Data about you, you may lodge a complaint with the Information Commissioner's Office by following this link: <https://ico.org.uk/concerns/>.

14. WHAT DO ALL OF THE DEFINED TERMS IN THIS PRIVACY NOTICE MEAN?

14.1 Throughout this notice you'll see a lot of defined terms (which you can recognise because they're capitalised). Where possible, we've tried to define them as we go, but we thought it might be useful to have a glossary at the end for you. Anywhere in this notice you see the following terms, they'll have the following meanings:

Controller is a legal term set out in the General Data Protection Regulation (**GDPR**), it means the party responsible for deciding what Personal Data to collect and how to use it;

Data Subject means the individual who can be identified from the Personal Data;

Personal Data means data which can be used to identify a living individual. This could be a name and address or it could be a number of details which when taken together make it possible to work out who the information is about. It also includes information about the identifiable individual;

Processor is another legal term set out in the GDPR, it means the party who has agreed to process Personal Data on behalf of the Controller; and

Special Categories of Personal Data means details about an individual's race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about health and genetic and biometric data.

Policy Review

This policy was last reviewed on: 1st March 2021

Date of next review: 1st March 2022