



# GDPR Privacy Policy

(May 2018)

## **Introduction**

East Belfast Community Development Agency (EBCDA) is committed to protecting your privacy. We will use the information that we collect about you in accordance with the law.

## **Who we are**

EBCDA is the 'umbrella organisation' supporting community development in East Belfast. Our membership is made up of community groups drawn from an area that contains approximately 92,500 people. It is representative of a broad range of interests and needs within communities and encompasses a variety of groups, including local residents' associations, youth groups, local forums, faith based organisations, sports clubs, older people's projects and women's groups.

## **Our Mission**

East Belfast Community Development Agency exists to provide resources, support and capacity building programmes for community groups that are based on partnership, equal opportunities and sustainable outcomes.

## **How do we collect your information?**

You give us your information in a number of ways, when you become a member of EBCDA; you register to our weekly ebulletin; you register for one of our events; you participate in one of our events; you register to one of our mailing lists; you apply for a job; you communicate with us by email, telephone or in person.

## **Our Website**

When you visit our website we use a third party service, to collect standard internet log information and details of visitor behaviour patterns.

We do this to find out information such as the number of visitors to the various parts of the site. This data is only processed anonymously. We do not make any attempt to find out the identities of those visiting our website. You can find more information on how cookies are used on our website in the ***Cookies Policy*** below.

### **Mailing List Sign Up**

As part of the registration process for our mailing lists, we collect personal information. We use that information to provide you with information you have asked for; to contact you if we need to obtain or provide additional information; to keep our records up to date and to check every now and then, that you're happy and satisfied. We do not rent, sell or trade email lists or other database lists with other organisations and businesses. Occasionally, we may include information in these communications to you from partner organisations or organisations who support us.

### **e-bulletin**

Our weekly email bulletin is managed and distributed by ourselves, but we use a third party provider, "Big Wooden Box" to maintain the ebulletin. We gather statistics around email opening and clicks to help us monitor and improve our newsletter. Only those with responsibility for construction and delivery of the e-bulletin has access to this information.

### **Unsubscribe**

You can unsubscribe to general mailings, email lists and our ebulletin at any time by emailing [info@ebcda.org](mailto:info@ebcda.org), indicating your desire to unsubscribe and detailing in the email which list you wish to be removed from. We will endeavour to remove your details with 5 working days of receipt of your unsubscribe email.

### **Social media**

We use social media to broadcast messages and updates about events and news. On occasion we may reply to comments or questions you make to us on social media platforms to provide further information. Depending on your settings and the privacy policies used by social media and messaging services like Facebook or Twitter, we may receive non-personally identifying demographic or analytical information from these services that enables us to better understand the reach and effectiveness of our advertising.

### **Third Parties**

We may share **anonymised** personal information with other organisations, particularly our funders, who use this to understand the impact of funding provided to EBCDA. These include local government departments and local government authorities e.g. Belfast City Council, Big Lottery Fund, Community Relations Council, Department for Communities, Public Health Agency, Urban Villages Initiative, The Executive Office etc. We do not rent, sell or trade email lists, other database lists or personal details to third parties for any purpose.

### **How we keep your details safe and secure**

Your personal data will be held and processed on EBCDA systems or in the case of our e-bulletin a system managed by a third party on behalf of EBCDA. We always seek to hold your data securely. Personal information is only accessed by people who need it to do their job. On rare occasions we may gather sensitive information, this is additionally controlled and is only made visible to members of staff who have a reason to work with it.

### **Our basis for processing your personal information and what we use it for**

We aim to be clear when we collect your data and to not do anything you wouldn't reasonably expect. We may process your personal data because it is necessary for the performance of a contract, for example, if you sign up for an event or register with one of our forums.

We may process personal data because it is in our legitimate interests to do so, for example we may use your personal information to tailor our communications to you.

EBCDA also records and uses film, photographs and audio for promotional purposes on its website, social media accounts and other formats under its legitimate interests basis for processing where it would not be necessary, appropriate or practicable to obtain your specific consent (for example, we may seek specific consent for prominent or impactful uses, but typically not for group shots, background inclusion or internal use).

We may also process your personal data (including sensitive personal data) where:

- it is necessary for medical purposes (for example, in a medical emergency)
- it is necessary to protect your or another person's vital interests
- we have your consent to do so

## How long do we keep your information?

We may retain information for a period of three years after your association with us has come to an end.

Some information may be retained indefinitely for funders historical, statistical or research purposes. As stated below, you have the right to require us to erase personal data.

## Your rights

The General Data Protection Regulation (GDPR) provides rights for individuals, which are:

- The **right to be informed** encompasses our obligation to provide 'fair processing information', typically through a privacy notice. It emphasises the need for transparency over how we use personal data.
- The **right of access** – Individuals have the right to access their personal data and supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing.
- The **right to rectification** – your personal data can be rectified if it is inaccurate or incomplete
- The **right to erasure** is also known as 'the right to be forgotten'. The broad principle underpinning this right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing for example upon the withdrawal of consent for direct marketing.
- The **right to restrict processing** – Individuals have a right to 'block' or suppress processing of personal data
- The **right to data portability** allows individuals to obtain and reuse their personal data for their own purposes across different services
- The **right to object to processing** based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics
- **Rights in relation to automated decision making and profiling.** The GDPR provides safeguards for individuals against the risk that a potentially damaging decision is taken without human intervention.
- The **right to withdraw consent at any time, where relevant.** We are required to make it as easy to withdraw consent as it is to give consent.

- The **right to lodge a complaint** with a supervisory authority. The Information Commissioner for Northern Ireland may be contacted here: Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB. Tel: 028 9027 8757 or 0303 123 1114. Email: [ni.ico.org.uk](mailto:ni.ico.org.uk) or visit the website <https://ico.org.uk/make-a-complaint/>  
For more information on your rights please visit <https://ico.org.uk/>

### **Access to your personal information**

You are entitled to view, amend, or delete the personal information that we hold. Email your request to [info@ebcda.org](mailto:info@ebcda.org)

### **Changes to this Privacy Policy**

We keep our privacy notice under regular review. This Privacy Policy was last updated on 30th May 2018.

### **Cookies Policy**

#### **Use of cookies**

A cookie is a small text file which is placed onto your computer (or other electronic device) when you access our website. We use cookies on this website to:

- recognise you whenever you visit this website (this speeds up your access to the site as you do not have to log on each time);
- obtain information about your preferences, online movements and use of the internet;
- carry out research and statistical analysis to help improve our content, products and services and to help us better understand our visitors' requirements and interests;
- make your online experience more efficient and enjoyable;

The information we obtain from our use of cookies will not usually contain your personal data. Although we may obtain information about your computer or other electronic device such as your IP address, your browser and/or other internet log information, this will not usually identify you personally. In certain circumstances we may collect personal information about you, but only where you voluntarily provide it (eg by completing an online form). In most cases we will need your consent in order to use cookies on this website. The exception is where the cookie is essential in order for us to provide you with a service you have requested.

## **Consent**

If you visit our website when your browser is set to accept cookies, we will interpret this as an indication that you consent to our use of cookies and other similar technologies as described in our Privacy Policy. If you change your mind in the future about letting us use cookies, you can modify the settings of your browser to reject cookies or disable cookies completely.

## **Third-party cookies**

We may from time to time work with third-party suppliers who may also set cookies on our website eg Google Analytics. These third-party suppliers are responsible for the cookies they set on our site. If you want further information please go to the website for the relevant third party.

## **How to turn off cookies**

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them please go to:

<http://www.allaboutcookies.org/>