



## Community Development & Health Network

### PRIVACY NOTICE

We Community Development & Health Network are a registered charity. We provide work to empower communities and tackle health inequalities using community development. We want everyone who we connect with to feel confident and comfortable with how personal information you share with us is used and stored. This Privacy Notice sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).

#### WHAT IS THIS NOTICE?

To provide our services we need to process personal information (that is information about someone who can be identified from the data). This notice explains how we will use the Personal Data we hold.

#### Definitions

<b>Charity</b>	means CDHN, a registered charity.
<b>GDPR</b>	means the General Data Protection Regulation.
<b>Register of Systems</b>	means a register of all systems or contexts in which personal data is processed by the Charity.
<b>Controller</b>	is a legal term set out in the General Data Protection Regulation ( <b>GDPR</b> ), it means the party responsible for deciding what Personal Data to collect and how to use it
<b>Data Subject</b>	means the individual who can be identified from the Personal Data
<b>Personal Data</b>	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
<b>Processor</b>	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.

## **WHO DO WE HOLD PERSONAL DATA ABOUT?**

We hold Personal Data about the following groups of people (Data Subjects):

### **Personal information collected when you visit our website**

We collect the Internet Protocol (IP) addresses from visitors to our website. The information that we collect includes the browsers visitors use, what time they visit and which pages are most viewed. Our website uses Google Analytics Demographics.

### **Applicants for funding**

When an organisation applies for funding from us we collect: the name, email, job position, address and telephone number of all partners. The applicants must actively consent to allow us to store and use their information, which will only be used for the purpose specified, and will not be passed on to third party organisations unless the data subject has been informed. The data subject can consent to us using and storing their data by ticking a consent box in the application. Personal information will be held a minimum for seven years, in line with the funder requirements (DOH). When this time has lapsed this information is confidentially destroyed.

### **Event attendees**

If an individual wishes to attend one of our events we will collect their first name, surname, organisation name, telephone number and email address for the purpose of sending further details about the event. Once the event is over we will delete or anonymise your details unless you agree to receive our email updates. We will also ask you whether you would like to receive our email updates when you register. If you opt in to this we will keep your contact details on record to send you our updates and campaigns.

### **Photography**

Before any event, prior consent for photography will have to be given by each data subject. Before attending any events or meetings hosted by Community Development & Health Network, each data subject must actively consent to having their photograph taken.

We store these images in a secure location and will only use them with the subject's permission. We keep these images unless the data subject requests otherwise.

### **E-newsletter**

We use a third-party provider, Mailchimp, to deliver our monthly e-newsletters. We collect statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. For more information, please see [Mailchimp's privacy notice](#).

### **Updates of our Privacy Policy-**

Community Development & Health Network's Privacy Policy may be updated, this is version was last updated on the 24th May 2018. Where we have made any changes to this Privacy Policy, we will make this clear on our website or contact you about any changes.

## **How we use your information-**

Community Development & Health Network are committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.

We are a "data controller" for the purposes of the Data Protection Act 1998 and (from 25 May 2018) the EU General Data Protection Regulation 2016/679 ("Data Protection Law"). This means that we are responsible for, and control the processing of, your personal information.

## **What data we collect and how we use it**

The type and quantity of data we collect and use depends on why you have provided it.

We will only collect, use and otherwise handle your personal data:

- where you have consented to this for specified, explicit and legitimate purposes
- where this is necessary to fulfil legal obligations that apply to us
- where it is necessary for our legitimate interests relating to running our daily operations, as long as, in each case, these interests are in line with applicable law and your legal rights and freedoms.

## **Your rights**

Community Development & Health Network will only collect the data that we need to carry out the purposes you have contacted us for, or given us permission to use it for.

To enable us to carry out the purposes you have contacted us for, there will be occasions when we will make some data collection mandatory i.e. your name and email address to sign up to our newsletter. If you don't provide this data, we cannot carry out the purposes you have contacted us for.

We will always tell you why these fields are mandatory.

At any time that you wish you can:

1. gain access to your personal information,
2. object to the processing of your personal information,
3. object to the use of automated decision-making and profiling,
4. restrict the processing of your personal information,
5. ask for a copy of your personal data (known as data portability),
6. rectify or correct your personal information, and
7. have your personal information removed (known as Erasure or the 'right to be forgotten').

Where you have provided consent to be contacted or to receive a service, you will be entitled to withdraw that consent at any time.

If you are at any point unhappy with the way that we handled your personal data, you can make a complaint to the Information Commissioner's Office.

### **Sharing of information**

We will not normally share any information we hold about you to others without your prior consent, unless one of the following exceptions apply. We may disclose information we hold about you:

- If it is necessary for law enforcement or similar purposes;
- As a necessary part of providing you with our service(s) or contacting you as a supporter – for example, by using a third-party mailing house to process our communications;
- As a necessary part of ensuring we comply with our legal obligations as a data controller – for example, by using a third party to migrate data or ensure it is accurate and up-to-date.

### **Data storage**

Community Development & Health Network will save your data for as long as is necessary for the purpose for which it was provided. Our newsletter will offer you the possibility to unsubscribe, after which your data will be deleted or anonymised from our systems. In case of the contact form, after we have serviced your request, your data will be kept for a maximum of two years for analytic purposes.

### **Data Security**

Community Development & Health Network has taken organisational and technical measures to protect your data from theft, loss or any kind of use that is not in line with the purposes for which the data was collected. We work with secured networks and, where necessary, with encryption.

## **Requesting access to personal information or removal of information-**

If you wish to access your data that is processed through this Website, you can contact our data controller using the following contact details;

- Writing to CDHN, 30A Mill St, Newry BT34 1EY
- Calling us on 028 3026 4606
- Emailing to [joannemorgan@cdhn.org](mailto:joannemorgan@cdhn.org)

In order for us to make sure that you are who you say you are, we ask you to attach a photocopy of your ID to your request. Please make sure that you blacken out your photograph and social security number. Following your request for access, you can request rectification or removal of your data unless there are other legal reasons why we must retain your data. We will answer your request within four weeks.

### **Breach**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Community Development & Health Network shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

### **Does use Community Development & Health Network cookies?**

No

### **How to contact us**

For further information about our privacy practices, please contact our Data Controller Officer by:

- Writing to CDHN, 30A Mill St, Newry BT34 1EY
- Calling us on 028 3026 4606
- Emailing to [joannemorgan@cdhn.org](mailto:joannemorgan@cdhn.org)

END OF POLICY