



## PRIVACY NOTICE

This Privacy Notice explains what **Personal Data** is collected by Community Development & Health Network (CDHN) and how and why we use this data.

### Who are we?

Community Development & Health Network (CDHN) is a company registered in Northern Ireland with a registered office address of 30a Mill Street, Newry, Co Down BT34 1EY. Our company number is 134114. We are a registered charity NIC106078.

CDHN is a network of individuals and organisations which promotes understanding of community development as an effective way to end health inequalities. We are a membership organisation working to create a fairer and more equal society where communities enjoy the best possible health.

We are a **Data Controller** and process data in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation 2016/679.

### Who do we hold Personal Data about?

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

Membership	any party who or which has signed up to be a member of CDHN
Contacts	any party which has engaged us to provide services
Supporters	anyone who has contacted us to find out about what we do or otherwise supported us, other than through Membership
Beneficiaries	any individuals who receive our programmes and services

### Personal Data – what is it?

Personal Data is any information that relates to a living individual who can be identified from that data. Personal Data which we may collect includes your name, address, date of birth, telephone number, email address or photograph.

## How do we collect your Personal Data?

Community Development & Health Network is committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, accountable, transparent and safe manner. The type and quantity of data we collect and use, depends on why you have provided it.

We will collect your data:

- When you contact us by phone, email or post
- When you contact us via our social media channels
- When you complete any forms on our website or in paper copy
- When you apply for funding
- When you sign up to our membership
- When you attend any training or event
- When you agree to take part in a survey or focus group
- Through conversations, at events or during visits to your organisation

It is likely that some of the Personal Data which we collect and store about 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.

## What is the legal basis for storing and using your Personal Data?

CDHN will store and use 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 these interests are in line with applicable law and your legal rights and freedoms

## Sharing your Personal Data

We may share your Personal Data with organisations which help us to carry out our grant making activities. For example, we share Personal Data with organisations which help evaluate the impact of our grants on communities. Organisations which support our IT software and systems may also have access to Personal Data. In each case, we will only share Personal Data needed to carry out their work and will do so

subject to appropriate safety measures that are designed to ensure your Personal Data remains secure and is only used for the intended purpose.

We may also share Personal Data with government departments or other third parties who have funded the grants where this is a condition of their funding.

### **Storage and security of Personal Data**

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.

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.

We will keep your Personal Data up to date and store it securely. We will put appropriate technical measures in place to protect it from loss, misuse, unauthorised access and disclosure, and not collect or retain excessive amounts of Personal Data. When we have held your Personal Data for the maximum period of time allowed by data protection laws, we will destroy it securely. We will keep your Personal Data for no longer than is necessary for the purposes described in this notice or otherwise allowed by law.

### **Breach of security**

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 (Information Commissioner's Office).

### **Your rights around your Personal Data**

Your Personal Data is protected by legal rights. These include the right to:

- request a copy of your Personal Data held by CDHN
- ask for your Personal Data to be erased, for example, if we no longer need it for the purpose that we collected it
- request that we suspend the processing of your Personal Data, for example, if you want us to establish whether it is accurate or the reason for processing it

- require the Controller to correct any Personal Data held about the Data Subject which is inaccurate or incomplete
- in certain circumstances, the right to have the Personal Data held about the Data Subject erased from the Controller's records
- the right to object where processing is carried out for direct marketing purposes
- ask for your Personal Data to be transferred to another organisation (known as the right to data portability).

If you wish to avail of any of these rights, you should contact us by email to [dataprotectionofficer@cdhn.org](mailto:dataprotectionofficer@cdhn.org) - we will answer your request within four weeks.

If you have previously given CDHN consent for marketing and promotion purposes, you can withdraw your consent at any time by emailing [dataprotectionofficer@cdhn.org](mailto:dataprotectionofficer@cdhn.org)

### **Fraud prevention and identity checks**

We will carry out a verification check to ensure your identity to ensure compliance with data protection legislation.

If you apply for a grant or receive a grant from us, we may undertake checks for the purposes of preventing fraud and money laundering and to verify your identity. These checks require us to process Personal Data you have provided about you and your nominated representatives and data we have received from third parties.

We and fraud prevention agencies may also enable law enforcement agencies, regulators, Government, Lottery distributors and other funders to access and use your Personal Data to detect, investigate and prevent crime.

### **Who do you complain to if you are not happy with how we process your Personal Data?**

If you are unhappy about how your Personal Data has been used, please contact us by email [dataprotectionofficer@cdhn.org](mailto:dataprotectionofficer@cdhn.org)

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/>.

## **What do all the defined terms in this Privacy Notice mean?**

Anywhere in this notice you see the following terms, they will 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 several details which when taken together make it possible to work out who the information is about. It also includes information about the identifiable individual.

**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.