



Privacy Policy

Policy/guidance owner	CEO, Chairperson
Approving sub-group/committee	1. Exec 2. Full Board
Administrator	CEO
Scope	Trustees, staff, and volunteers
Last reviewed	16th October 2024
Next review date	16th October 2025

Introduction

Community People Mid Sussex ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information. This policy applies to information we collect through our website, www.communitypeople.org.uk and in the course of our charitable activities.

Information We Collect

We collect personal information that you voluntarily provide to us, such as:

- **Contact Information:** Name, address, email address, phone number, date of birth, gender, employment status, ethnicity, sexual orientation, religion or belief, disability, carer status.
- **Donation Information:** Donation amount, payment information, Gift Aid declaration.
- **Communication Preferences:** Your preferences for receiving communications from us (e.g., newsletters, event invitations).
- **Volunteer Information:** Areas of interest, skills, availability.
- **Website Usage Data:** Information about how you use our website, such as pages visited, links clicked, and time spent on pages. This information is collected through cookies and similar technologies.

We may also collect information about you from publicly available sources, such as the Charity Commission website.

How We Use Your Information

We use your personal information for the following purposes:

- **Processing donations and Gift Aid claims.**
- **Providing you with information about our work and how you can support us.**
- **Responding to your inquiries and requests.**
- **Administering volunteer programs.**
- **Improving our website and services.**



- **Complying with our legal obligations.**

Legal Basis for Processing

We rely on the following legal bases to process your personal information:

- **Consent:** Where you have given us your consent to process your information for a specific purpose (e.g., sending you marketing communications).
- **Contract:** Where we need to process your information to fulfil a contract with you (e.g., processing your donation).
- **Legal obligation:** Where we are required to process your information to comply with a legal obligation (e.g., maintaining Gift Aid records).
- **Legitimate interests:** Where it is in our legitimate interests to process your information and your rights do not override these interests (e.g., improving our services).

Disclosure of Your Information

We may disclose your personal information to the following third parties for the purposes described in this Privacy Policy:

- **Service providers:** We may share your information with third-party service providers who assist us with our operations, such as payment processors, IT providers, and mailing houses. These providers are contractually obligated to protect your information.
- **Legal and regulatory authorities:** We may disclose your information if required by law or regulation, or to protect the rights, property, or safety of ourselves or others.

We will never sell or rent your personal information to third parties for marketing purposes.

Data Security

We have implemented appropriate technical and organizational security measures to protect your personal information from unauthorised access, disclosure, alteration, or destruction.

Your Rights

You have the following rights in relation to your personal information:

- **Access:** You have the right to request access to the personal information we hold about you.
- **Rectification:** You have the right to request that we correct any inaccurate or incomplete personal information we hold about you.
- **Erasure:** You have the right to request that we erase your personal information in certain circumstances, such as where it is no longer necessary for the purposes for which it was collected.
- **Restriction of Processing:** You have the right to request that we restrict the processing of your personal information in certain circumstances.
- **Objection:** You have the right to object to the processing of your personal information in certain circumstances, such as where we are processing your information for direct marketing purposes.
- **Data Portability:** You have the right to receive the personal information you have provided to us in a structured, commonly used, and machine-readable format, and to transmit this data to another controller.



To exercise any of your rights, please contact us using the contact details below.

Cookies

Our website uses cookies to improve your experience. Cookies are small text files that are placed on your computer or mobile device when you visit a website. We use cookies to:

- **Remember your preferences and settings.**
- **Analyse website traffic and usage patterns.**
- **Improve the content and functionality of our website.**

You can control the use of cookies through your browser settings. However, please note that disabling cookies may affect the functionality of our website.

International Data Transfers

We may transfer your personal information to countries outside the UK or the European Economic Area (EEA) in order to provide our services to you. We will only transfer your information to countries that have been deemed to offer an adequate level of protection for personal data by the European Commission, or where we have implemented appropriate safeguards to protect your information.

Children's Privacy

Our website and services are not directed to children under the age of 16. We do not knowingly collect personal information from children under the age of 16. If you believe that we have collected information from a child under 16, please contact us immediately.

Changes to This Privacy Policy

We reserve the right to update this Privacy Policy from time to time. We will post any changes on this page and provide notice on our website.

Contact Us

If you have any questions about this Privacy Policy, please contact us at:

Community People
The Cherry Tree Centre
Fairfield Road
Burgess Hill
RH15 8QB

enquiries@communitypeople.org.uk
01444 258102

Data Controller

The data controller for your personal information is Community People Mid Sussex.



How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

End.