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## PRIVACY NOTICE (CHARITY)

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### INTRODUCTION

We understand that the privacy of all of our members, donors, funders, supporters, volunteers, beneficiaries, clients, service users is important to them and that they care about how their personal data is used. In this Privacy Notice, we refer to them all of those individuals as “you” for convenience.

We respect and value your privacy and will only collect, hold, use, or share your personal data in ways that are described here, and in a way that is consistent with our obligations and your legal rights.

#### 1. Information about us

Wake Up Creations Ltd is a registered non-profit organisation no: **11620799** and is

[Data Protection Officer: <<Jay Thattai>>.

Email address: <<jay@unloc.ltd>>.

Postal address: <<Office 7, 35-37, Ludgate Hill, London, EC4M7JN>>.]

[Representative: Sripadma Ganapathi.

Email address: data@voiceforlocals.co.uk.

Telephone number: 07735552903.

Postal address: 16, Kings Henry Mews, Harrow, HA2 0JF.]

#### 2. What does this Notice cover?

This Privacy Notice explains the types of your personal data that we collect, how it is collected, how it is held, how we use it, and how it is processed. It also explains your rights under data protection legislation<sup>1</sup> relating to your personal data. Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

#### 3. What is “personal data”?

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers. The personal data that we collect and use is set out in paragraph 5 below.

#### 4. What are my rights?

Under the data protection legislation, you have the following rights, which we will always work to uphold. You have the right to:

- a) be informed about how we process your personal data;
- b) access and be given a copy of the personal data we hold about you. (See paragraph 10 below about this);
- c) require us to correct any personal data that we hold about you if any of it is

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<sup>1</sup> The “data protection legislation referred to” in this Notice is the General Data Protection Regulation (EU Regulation 2016/679) and the Data Protection Act 2018.

- inaccurate or incomplete;
- d) be forgotten: in certain circumstances you have a right to have your personal data erased from our records;
  - e) restrict (i.e. prevent) the processing of your personal data;
  - f) object to the way we process your personal data (e.g. for direct marketing);
  - g) withdraw consent: if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time;
  - h) data portability: the right in certain circumstances to have us transfer your personal data to another organisation; and
  - i) not be subject to a decision based solely on automated processing (including profiling) which produces legal effects on you. We do not use your personal data in this way.

As to how to contact us for more information about our use of your personal data or exercising your rights as outlined above, see paragraph 11 below.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

If you wish to make a complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office but please contact us first (see paragraph 11 below) so that we might try to resolve your concerns ourselves.

#### 5. What personal data do you collect and how?

We may collect and hold some or all of the personal data set out below, using the methods set out there. [We do not collect any ['special category' ('sensitive') personal data] [or] [personal data relating to children] [or] [data relating to criminal convictions and/or offences]].

Data collected	How we collect the data
Personally Identifiable Information including name, email address, contact number, age, sex, advertisement source, your interests, preferences & feedback	We collect the data using our website, social media channels, third party tool called CXONCLOUD, gmail & Google forms

#### 6. How do you use my personal data?

Under UK data protection legislation, we must always have a lawful basis for using personal data. The following table describes how we [will] **OR** [may] use your personal data, and our lawful bases for doing so:

What we do	What data we use	Our lawful basis
Curating artistic productions to raise social awareness	Personally Identifiable Information including name, email address, contact number, age, sex, advertisement source, your interests, preferences & feedback	Administering, managing relationship, supplying services including performances & workshops, receiving donations, curating new productions and raising social awareness

With your permission and/or where permitted by law, we may use your personal data for marketing purposes, which may include contacting you by **email AND/OR** telephone **AND/OR** text message **AND/OR** post with newsletters, fundraising appeals, campaigns, or other information or with information about our products or services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the UK data protection legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will always obtain your express opt-in consent before sharing your personal data with third parties for marketing purposes (and we will tell you who they are), and you will be able to opt-out at any time.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in paragraph 11 below.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the data protection legislation and your legal rights.

#### **7. How long will you keep my personal data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept): How and where do you store or transfer my personal data?

We will only store or transfer your personal data within the UK. This means that it will be fully protected under the data protection legislation.

Please contact us using the details below in paragraph 11 below for further information about the particular data protection mechanism[s] used by us when transferring your personal data to a country outside the UK.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees, volunteers, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where we are legally required to do so;

#### **8. Do you share my personal data?**

We will not share any of your personal data with any third parties for any purposes, subject to the following exception[s].

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in arranging workshops with third parties, levelling up initiatives, policy advocacies, interventions, legal proceedings or

complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in paragraph 8.]

**9. How can I access my personal data?**

If you want to know what personal data we hold about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a subject access request ("SAR").

All SARS should be made in writing and sent to the email or postal address shown in paragraph 11.

There is not normally any charge for a SAR. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your SAR within 28 days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

**10. How do I contact you?**

To contact us about anything to do with your personal data and data protection, including to make a SAR, please use the following details (for the attention of Jay Thattai [(Data Protection Officer0]:

Email address: jay@unloc.ltd.

Telephone number: 07735552903.

Postal Address: Office 7, 35-37, Ludgate Hill, London EC4M7JN.

**11. Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. [We will let you know of any changes by email.