

Privacy Notice

The Information we collect

Inspire 2 Ignite CIC may collect personal information about you, if you give it to us. We'll only collect data relevant to the use for which it is being collected and we only collect 'sensitive personal data' when there is a clear reason to do so.

Here's what we collect, how we collect it, and why we do so:

- **When you consent to receiving our newsletter and other communications from us:** we collect your name and contact details, e.g. your email address, so we can stay in touch.
- **When you enquire about our activities and services, work with us or take part in one of our activities:** We collect your name and contact details so that we can stay in touch. We may also collect demographic information e.g. postcode and age. This is to ensure that our services are relevant to you, age appropriate and so that correct measures such as safeguarding and health & safety are in place. We may also collect anonymised 'sensitive personal data' e.g. ethnicity. This supports us in monitoring and improving our activities and services.
- **Your content on our website and engaging with us via social media:** We collect your name and contact details so that we can stay in touch. We may also collect demographic information as outlined above. Content and media e.g. blog posts, images of you or your work is published, stored and/or shared only with your consent and as part of our organisational aims and objectives.
- **Making a donation and purchasing a ticket, product, or service:** Where a transaction involves use of your credit or debit card, we will manage any transactions securely and in accordance with the Payment Card Industry Data Security Standard. We process this information on the lawful bases that: it is provided with consent (you can remove your consent at any time by contacting us); it is necessary for our legitimate interests, or that it is necessary for a contract. We may also gather and retain data about the use of our website and social media accounts to help us improve how we engage with audiences. This data is aggregated or anonymous and does not identify individual visitors.

What we do with information we gather

We collect this information in order to support and enhance your experience of engaging with us, and in particular:

- For internal record keeping
- To improve, and provide you with, our activities and services
- To keep you updated with our work and provide targeted communication

- To process payments or donations
- To fulfil contracts
- Where it is required or authorised by law

We do not sell this information. We do not share this information with third parties unless:

- We have a legal obligation to disclose your information e.g. if we are ordered by a court to do so
- It is required by a third party in order to provide a service to you e.g. in the processing of a donation
- You have given us consent to share it with another organisation who we are working in partnership with. We will always specify the name of the partner organisation and it is entirely your choice whether or not you consent to your personal data being shared.

How we store your information

We store your information in secured files, on our secure CRM and newsletter software, Monday.Com and Pipedrive, which has its own privacy terms and conditions. We'll keep your information for as long as it is necessary to, and to protect our legal interests (e.g. for reporting to HMRC or other bodies). We'll erase or archive it safely when we don't need it anymore.

Your rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. However, there may be a small fee for this, in the event that the request is 'manifestly unfounded or excessive' or if you request further copies of your data. If you make a request we have one month to respond to you. Please contact the data protection officer at Team@inspire2ignite.co.uk if you wish to make a request.

If you want to know more about the General Data Protection Rules (GDPR), please visit www.ico.org.uk.



How to complain

You can make a complaint to the ICO if you are unhappy with how we have used your data. The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline Number: 0303 123 1113

Links to other websites

Our website, and any other websites created by Inspire 2 Ignite, may contain links to other websites of interest. Once you have used these links to leave our site, Inspire 2 Ignite cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. You should exercise caution and look at the privacy statement applicable to the website in question.