



Privacy Notice

What information we use and how we use it

Common Cause will process your personal information in line with the Data Protection Act 2018.

If you have requested information about a project then we will keep a record of your name and contact details and share this with the project co-ordinator so that we can respond to your enquiry.

If you are taking part in one of our projects then we may:

- ask for information about your physical and mental health and any specific health or support needs you may have. This is to ensure that we are able to meet your needs and provide a safe and supportive environment.
- ask for your views about the work that we do. This ensures we are being effective in what we do and to ensure that our work reflects people want, enjoy and is important to them.
- use your email address as a way of keeping you informed and actively involved in a project.

How long will we keep it?

if you are participating in a project then we will use your information for the duration of your involvement. We may continue to keep you updated with details about the project or Common Cause for as long as you wish. We will always unsubscribe you from any email contact list when you ask us tooYour rights

We will:

- Store your personal information securely.
- Process the minimum personal information necessary
- Not share your information with any other party unless with your consent or another legal basis as set out in the Data Protection Act 2018: for example for provision of life saving medical treatment, prevention of crime or harm.
- Avoid storing and processing your personal information for longer than is needed

If you are participating in one of our projects:

- We will ask for your consent to process your name and email address to contact you about the project and keep you informed of activities.
- Sometimes we use anonymised comments about our work and general information about the impact of our work to show how our projects are successful and reflects people's needs and wishes.
- Our email provider currently uses servers outside of the EU to back up information therefore your information may leave the EU.

You can request a copy of your personal information that we have by contacting us at : commoncausecoop@gmail.com You can find our more about your rights at www.ico.org.uk