



Privacy Policy

Here at InUnity, we are committed to respecting your privacy and complying with applicable data protection laws. This means we have a new privacy policy which will tell you:

- What personal data we collect from you.
- How it will be processed by us.
- Who we share any information if.
- How long we keep any information for, and;
- What your rights are

So, please read the following details carefully to understand how we will treat your personal data....

References to **we**, **our** or **us** in this privacy notice are to InUnity – we are the Data Controller. Our contact details can be found at the end of this Policy.

Collection of personal data

When anyone attends any of our activity sessions or training courses, you will be asked to complete a basic permission form. The information provided to us on that form will be collected by us.

The information that we will ask for is as follows:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- the date your signing the form
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings.
- your marketing preferences so that we know whether and how we should contact you.
- details of next of kin, family members and emergency contacts;

We may also collect, store and use the following “**special categories**” of more sensitive personal information regarding you:

- information about your race or ethnicity
- information about your health, including any medical condition for health and safety reasons

HOW DO WE USE THE INFORMATION YOU GIVE US?

- We use your information to show who is attending our sessions and activities. Our data is collated and uploaded onto a secure database that is compliant with GDPR.
- We use your personal information to send you information we think you might find useful, provided you have indicated that you are happy to be contacted for these purposes. **You are able to unsubscribe yourself from InUnity mailings at any time.**
- We also use your information in creating statistical data for reports and fundraising – we will never include any identifying personal information in this.

- We may ask you for information when you make a complaint and, if you contact us, we may keep a record of that correspondence.

Recipients of personal data

We will share information about you with some of our partners and suppliers who process data on our behalf to help us to provide our services to you. We undertake this data sharing on the basis of our legitimate interests. These are as follows:

Categories of organisation and purpose:

- **Monitoring systems/companies** – to enable us to monitor participant activity to satisfy funders and do research/analysis of the data to see who uses or services
- **Website hosting companies** - to host InUnitys' digital platforms (e.g. InUnity website)
- **Email broadcasting systems/companies** – e.g. Mailchimp to send emails to you
- **Independent researchers** - to undertake research with you for impact and evaluation reports for our programmes and projects
- **Social media companies** (e.g. Facebook/Twitter) - to verify your identify when you register on events/training/websites using 'register with' functions and to provide you with relevant social media posts

International transfer of personal data

We do not envisage transferring any information about or relating to individuals to anyone who is located outside of the European Economic Area.

However, on some occasions, the information we collect may be transferred to organisations who may store and use such data at premises in other countries. If we allow an organisation to process your personal information outside of the European Economic Area, we will ensure that we create and maintain appropriate safeguards with those organisations so that your personal information is subject to the same standards and protections as when we are processing your personal information inside the European Economic Area through agreements.

Data retention period

We will hold information about you in our data systems only for as long as we need it for the purpose for which we collected it, which is as follows:

- As long as you continue to use our services we will retain and process information about you. In such cases, you will be considered to be an 'active'. If you have not been 'active' for a period of time based on data type and need, we will anonymise any personal data relating to you.
- Personal data linked to the processing of insurance claims, subject access requests, disputes, safeguarding investigations, disciplinary or police matters will only be kept for as long as it necessary for those purposes, as each is applicable.

Your rights

Data protection laws grant you certain 'information rights', which are listed below:

- **Right of access** - You have the right to obtain a copy of information we hold about you
- **Right of rectification or erasure** - If you feel that any data that we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you withdraw the consent upon which our processing is based, or if you feel that we are unlawfully processing your data. Please note that we may be entitled to retain your personal data despite your request, for example if we are under a separate legal obligation to retain it. Your right of rectification and erasure extends to anyone we have disclosed your personal information to and we will take all reasonable steps to inform those with whom we have shared their data about your request for erasure.
- **Right to restriction of processing** - You have a right to request that we refrain from processing your data where you contest its accuracy, or the processing is unlawful and you have opposed its erasure, or where we do not need to hold your data any longer but you need us to in order to establish, exercise or defend any legal claims, or we are in dispute about the legality of our processing your personal data.
- **Right to Portability** - You have a right to receive any personal data that you have provided to us in order to transfer it onto another data controller where the processing is based on consent and is carried out by automated means. This is called a data portability request.
- **Right to Object** - You have a right to object to our processing your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.
- **Right to Withdraw Consent** - You have the right to withdraw your consent for the processing of your personal data where the processing is based on consent.
- **Right of Complaint** - You also have the right to lodge a complaint about any aspect of how we are handling your data with the UK Information Commissioner's Office, which can be contacted at www.ico.org.uk
- **Right to Opt-out of Marketing Communications** - You have the right to opt-out of marketing communications we send to you at any time. You can exercise this right by clicking on the "unsubscribe" link in the marketing emails we send you.

Changes to our privacy policy

Any changes we may make to our Privacy Policy in the future will be posted on this page.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact: hannah@inunityuk.org

Or write to us at:

InUnity, Hilda Simister House, 581 Pershore Road, Birmingham, B29 7EL.