



Inclusive Exeter

Privacy Policy

Last updated: December 2022

Introduction

Inclusive Exeter is committed to preserving the privacy of our Directors, Staff, Volunteers, Beneficiaries, and others who are interested in or involved with us.

This policy applies where we are acting as Data Controller and/or Data Processor in respect of personal data which we collect as part of what we do.

Inclusive Exeter will ensure that personal data are adequate, relevant, and limited to what is necessary in relation to the purposes for which they are used. We will not share your personal information without your express consent.

1 HOW WE USE YOUR PERSONAL DATA

In this section we set out what personal data we collect, why we collect it and what we do with it.

We collect and use personal data in the following areas of our work:

Drop-In Beneficiaries

People who come to our Drop-In Support Service may be asked for some personal information depending on the nature of the issue they need help with. This is usually because the information is required on a form, but Inclusive Exeter will keep the beneficiaries' name(s) to help keep track of casework, which is kept securely on our Central Drive or on our CRM platform to which only Drop-In staff and volunteers have access.

Whenever Inclusive Exeter is involved in making grants to Drop-In beneficiaries and others, some personal information will be needed depending on the type of grant. This will be kept securely on our Central Drive or on our CRM platform only for as long as needed and will not be shared with any third party.

Where a beneficiary works with Inclusive Exeter's Community Connector personal data will be kept securely on Charity Log.

Email lists

Inclusive Exeter CIC

Registered Office: Exwick Community Centre, Kinnerton Way, Exeter, Devon, EX4 2PR

Telephone: 01392 493197 • Email: admin@inclusiveexeter.org.uk



Inclusive Exeter communicates with interested people by email, sometimes using a circulation list.

This email list will contain names and email addresses. All Directors and Representatives of Associate Organisations will normally be included (where an email address is given). This personal information will be held for the purpose of communicating notices and newsletters, in furtherance of the objects of Inclusive Exeter as defined in our Articles of Association.

Other people included in any email may request that their details be removed, and this will be done as soon as possible after notification. However, Directors of Inclusive Exeter will only be removed if they cease to be Directors.

Activity Participants

Organisers and facilitators of events and activity groups which are recognised by Inclusive Exeter Directors as Inclusive Exeter activities may hold limited personal information concerning volunteers, helpers and participants in the specific activity groups which they organise.

This personal information will be limited to names, email addresses, telephone numbers and other contact information necessary for the safe operation of the group/activity.

Hirers of Exwick Community Centre

Personal information about people or organisations booking Exwick Community Centre will be collected. This will include personal information about the primary contact and any other designated contact for each booking.

This information is held for the purposes of managing the bookings and payments processes, as defined in the process document for making bookings, which is available on the Inclusive Exeter website. Information about confirmed bookings and payments will be held for a period necessary for appropriate financial accounting and reporting; this would normally be for a maximum of three years unless there is reason to extend that period (for example, in case of a dispute or claim).

2 PUBLISHED DOCUMENTS

Personal information may appear in published documents (including newsletters, meeting reports and Annual Reports) and on our social media. However, this personal information should be the minimum necessary for the purpose of the document, and data subjects may request removal of their data. Once published, you should be aware that these documents may be available outside the control of Inclusive Exeter. Annual Reports will be kept indefinitely.

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3 SECURITY

The security of your personal information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use the best available means to protect your personal information, we cannot guarantee its absolute security.

If we become aware that our security and this Policy have been breached, we will inform you as soon as possible.

4 CHANGES TO THIS PRIVACY POLICY

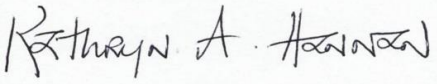
This Privacy Policy is effective as of November 2022.

We reserve the right to update or change our Privacy Policy at any time. Your continued use of our services and participation in our activities after we make any modifications to the Privacy Policy will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

5 CONTACT US

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

admin@inclusiveexeter.org.uk

Signed: 

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Role: Director

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Date: 05 December 2022

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