

# **PRIVACY**

## **Who we are**

Collective Community Action ('CCAction, 'we' and 'us') are an unincorporated network that derives no revenue.

We are committed to protecting the privacy of those whom we interact, and we recognise the need to protect information that is collected or disclosed to us (called 'personal information', explained below) and to respect your privacy rights. We are dedicated to maintaining the confidence of visitors to our website by being transparent about what data we collect about you and how we use it.

This Privacy Notice relates to information which is obtained by Collective Community Action and for which Collective Community Action is the Data Controller. This Privacy Notice sets out how we use and protect any information that you give to us when you use our website and services.

Collective Community Action may change this policy from time to time and we will contact you to let you know of any substantive changes.

## **What is personal information?**

For the purposes of this Privacy Notice "Personal Information" consists of any information that relates to you and/or information from which you can be identified, directly or indirectly. For example, information which identifies you may consist of your name, address, telephone number, photographs, location data, an online identifier (e.g. cookies identifiers and your IP address) or to one or more factors specific to your physical, economic, cultural or social identity.

## **What information we collect**

We may collect the following information:

- name
- email address
- work postal address
- mobile or work telephone numbers

## **How we collect information**

Collective Community Action collects information when:

- someone contacts us by email
- From third party or publicly available sources

## **How we use your information?**

- respond to your enquiries about Collective Community Action's initiatives
- respond to communications we receive from you about your own projects and initiatives
- engage with you about Collective Community Action's future projects, subject to your ongoing permission
- engage with you about third-party issues of potential mutual interest, subject to your ongoing permission
- contact you to obtain or to provide additional information
- to send updates and information we think you may be interested in e.g. Collective Community Action events, articles and news
- from time to time, we may also use your information to contact you personally about becoming involved in an event or other initiative. We may contact you by email, phone or mail

## **Collective Community Action uses Google Analytics**

When someone visits [www.collectivecommunityaction.co.uk](http://www.collectivecommunityaction.co.uk) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

Collective Community Action may in the future publish a blog or e-newsletter, or run a campaign. As part of the registration for these, we will collect the same data as that listed above. In this case we may use a third-party provider, such as MailChimp (also subject to their own Privacy Policy). Should we decide to take this step, we may gather statistics around email opening and clicks to help us monitor and improve our e-newsletter. You would be able to unsubscribe from these mailings at any time.

## **How we ensure your privacy is maintained**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Collective Community Action will not share your data with other individuals or organisations without obtaining specific permission to do so. For example we might from time-to-time work in partnership with other organisations.

## **Access to your personal information and other rights**

You are entitled to view, amend, or delete the personal information that we hold. You have the following rights:

- the right to ask for a copy of personal data that we hold about you (the right of access);
- the right to request that we delete personal data held on you (the right of erasure or to be forgotten)
- the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you (the right of rectification)
- the right to opt out of any marketing communications that we may send you and to object to us using / holding your personal data if we have no legitimate reasons to do so (the right to object)
- the right (in certain circumstances) to ask us to ‘restrict processing of data’; which means that we would need to secure and retain the data for your benefit but not otherwise use it (the right to restrict processing); and
- the right (in certain circumstances) to ask us to supply you with some of the personal data we hold about you in a structured machine-readable format and/or to provide a copy of the data in such a format to another organisation (the right to data portability).

If you wish to exercise any of the above rights, please contact us using the following email address:

[hello@collectivecommunityaction.org.uk](mailto:hello@collectivecommunityaction.org.uk)

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