

Data, Privacy & Cookie policy

Statement of intent

We collect, process and store personal data for a range of charity purposes. Data subjects include volunteers, partners, employees, clients and other stakeholders and individuals involved with the running or supporting of space2grow.

Our data & Privacy policy is designed to protect all volunteers or partners, from illegal or damaging activity conducted by others using their personal data.

Our data security policy outlines how we will endeavour to guard and protect all personal data. It also sets out to raise the awareness of staff members in relation to the ways in which GDPR impacts their use of individual's personal data.

This policy applies to all data processing activities and includes activities or systems related to both internal business operations, as well as external relations and any third-party agreements.

This document is subject to regular review to ensure ongoing regulatory compliance.

The type of personal information we collect:

We collect and process personal data relating to our volunteers, potential volunteers, sponsors, donors and supporters to manage our relationships with them and to enable delivery of our aims, run projects and achieve our objectives. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Specific examples of the data we may collect are:

- Name, address and contact details, including email address and telephone number
- Details about your emergency contacts
- Other information relevant to surveys
- Permission to store and use photographic images to promote the work of space2grow
- Details of your work experience and skills if you work for space2grow along with references and bank details
- Website user stats to help with website improvements.

The above list is by no means exhaustive and should be used merely as a point of reference from which a working definition of personal data can be established and further developed.

Space2grow must strive to obtain explicit consent at all costs, and we must clearly identify to the individual what data is being processed, why we need to use it and who will have access to their data. These factors must be identified and clearly reiterated to the individual at the point of request for consent.

Space2grow endeavours to take all actions necessary to ensure that all personal data we obtain, process and store is accurate, relevant and adequate in relation to the reason in which we asked for that information. We should not hold excessive or irrelevant data on any individuals, and we will not process any personal data for a purpose unrelated to the purpose in which the relevant individual has consented to the processing of their data.

Sensitive personal data



Under GDPR, sensitive personal data is defined as encompassing any of the following: Racial or ethnic origin / Political opinion / Religious or philosophical beliefs / Trade union membership / Genetic data / Biometric data / Health-related information / Sexual orientation

Space2grow does not collect sensitive personal data.

How we get the personal information and why we have it

Most of the personal information we process is provided by you for one of the following reasons:

You have applied to volunteer with us/expressed an interest in volunteering with us and have provided information to enable us to consider your application/ suitability.

You volunteer with us and have provided information to help us keep in contact with you

You have donated towards space2grow and have supplied your details to assist in the management of that relationship.

You have attended one of our programmes such as the parenting courses, attended a space2play or Holiday club session

We may also receive information directly from:

The Disclosure and Barring Service (DBS check report); Safeguarding Training Certificates

We may collect information in a variety of ways. For example, data is collected through online forms; forms completed by you from time to time – either online on our website or in paper at the project; from correspondence with you; through interviews and meetings with you, through booking forms to sign up to space2play sessions.

In some cases, we may seek information about from you from third parties, with your consent only, such as information from criminal records checks as permitted by law to carry out a DBS.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time and can do this by contacting info@space2grow.space
- b) We have a contractual obligation.
- c) We have a legal obligation.
- d) We have a vital interest.
- e) We need it to perform a public task.
- f) We have a legitimate interest.

What we do with the information we gather

Administrative & Communication

We need to process data to enable delivery of our activities. For example, we need to process your data to enable us to communicate with you to ensure smooth running of our projects.

Human resources

If applying to either work at space2grow or volunteer regularly we will need to collect data about your suitability for

the role as well as previous experience / references.

Regulatory compliance

In some cases, we need to process data to ensure that we are complying with our legal obligations or charity governance to report on how funds are being used. We also need to track donations.

How we store your personal information

Your data is stored securely in our admin files and in other IT systems (including our email system).

Where there is a legal, contractual, or financial basis all records will be retained in accordance with the legal standards required.

Otherwise, we will retain your data for no longer than is necessary.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") by third party organisations we use such as MailChimp. By submitting your personal data, you agree to this transfer or cloud storage. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Any payment transactions will be encrypted.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Links to other websites and organisations

Our website may contain links to other websites of interest. However, you should note that we do not have any control over other websites. 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.

Your data protection 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 personal 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 personal information in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Making a request

Please contact us at info@space2grow.space if you wish to make a request.



You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Security & Protection

If you encounter any incidents or issues relating to the security or protection of information or data, you must report this immediately to the space2grow Trustees. The Trustees will subsequently take and record any action deemed necessary to prevent damage or loss in relation to a security threat.

If necessary, it is the responsibility of the Trustees to report relevant incidents relating to a data breach or information security threat to regulators or the authorities. Under GDPR, it also falls upon management to contact the individuals involved in any breach or security threat.

Miscellaneous Data

Space2grow keeps accounts and/or records to demonstrate and establish amounts of gross income, deductions, credits and other information. These records are crucial to maintaining our SPACE2GROW's compliance of charity governance.

Our website – what is collected

The website does not store or capture any personal information when someone visits it and is not registered. The system will log your IP address along with other information provided by your browser. This may include the name and version of the browser you are using, your operating system and any website address that referred you to our website. This information will only be used for producing anonymous website statistics and will be used to help us with the delivery of the services on the website.

However, the system will record personal information if you:

Provide information by filling in a form on our site

Subscribe for services such as receiving the charity newsletter that require personal information to be given

Cookies

Like most websites, we may use cookies to provide a more robust and functional browsing experience. Cookies are small text files saved on your computer; they are used by websites for purposes including, remembering your preferences and anonymously tracking site usage. Some cookies are essential to the operation of this site and have already been set.

Cookie Policy

We may track your visit to our site by giving you a cookie when you enter. Cookies are pieces of information sent to your browser on a web server and stored on your computer's hard drive for record keeping purposes. We may use



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Cookies to make visiting our site easier. Cookies may allow us to save passwords for you so that you will not have to re-enter them the next time you visit. Cookies cannot be used to obtain other information from your hard disk. The Cookie is used to collect statistical information and is not used to identify individuals.

Most browsers are initially set up to accept Cookies. If you prefer you can reset your browser either to notify you when you have received a Cookie or to refuse to accept Cookies. It is important to note that if you choose not accept Cookies, or you set your browser not to accept Cookies, you may not be able to use certain features on our site.

What we will do with your information collected in this way

Any information that is collected by us from our website will only be used for monitoring purposes unless you have given us consent for your information to be used e.g. Providing us with your email address so we can contact you, if you have completed a form to attend a parenting class that we can get back to you.

We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.

How to raise a concern

If you have any concerns about our use of your personal information, you can make a complaint to us by emailing: info@space2grow.space

You can also complain 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

ICO website: <https://www.ico.org.uk>

Change Record

Date of Change:	Changed By:	Comments:
12/10/23	Kate Newton	Policy approved by the Trustees
29/2/24	Kate Newton	Reviewed & Reissued