

Girls Rock London Organisation Privacy Notice



Our contact details

Girls Rock London

Registered address: 27 Speranza St, London SE18 1NX

Email address: girlsrocklondon@gmail.com

Website: www.girlsrocklondon.com

Main point of contact for data protection matters:

Geraldine Smith

girlsrocklondon@gmail.com

Date of most recent Policy Update: February 2020

Introduction

Girls Rock London takes data privacy seriously. This privacy policy explains what Personal and Sensitive information we collect, how we how we share, use and store it, and how you can exercise your privacy rights.

We recommend that you read this privacy policy in full to ensure you are fully informed.

If you have any questions or concerns about our use of your Personal or Sensitive Information, then please contact us using the contact details provided above.

What type of information we have

We currently collect and process the following information:

If you are aged 18+, and sign up to one of our programmes, such as a rock camp, we will ask you for the following personal information (Personal Information is any information that can be used to identify a living person):

- email address, date of birth, postal address, emergency contact name, phone number and email address
- if you give us permission, we may take photos and video footage of you when you are participating in our activities.

We will also ask for the following sensitive information:

- any dietary requirements or health conditions we need to know about in order to keep you safe during your time participating in our programmes

If you are aged under 18, and your parent or carer signs you up to one of our programmes, such as a rock camp, we will ask them for the following personal information about you (Personal Information is any information that can be used to identify a living person):

- date of birth, postal address, name, email address, address and phone number of your parent or carer, school
- if they give us permission, we may take photos and video footage of you when you are participating in our activities

We will also ask your parents for the following sensitive information:

- any dietary requirements, health conditions or issues you are facing that we need to know about in order to keep you safe during your time participating in our programmes

If you are a parent or carer, signing a young person up to one of our programmes, such as a rock camp, we will ask you for the following personal information:

- email address, postal address, emergency contact name, phone number and email address

If you help facilitate our work either as a volunteer or a freelancer we may ask you for the following personal information:

- email address, date of birth, postal address, emergency contact name, phone number and email address
- financial information such as bank details so that we can pay you for your expenses or invoices
- we will keep a record of any invoices you submit to us which will include bank details and your address
- if you give us permission, we may take photos and video footage of you when you are participating in our activities.

We will also ask for the following sensitive information:

- any dietary requirements or health conditions we need to know about in order to keep you safe during your time participating in our programmes
- if your work with us brings you into regulated contact with children we may ask you to complete a Disclosure and Barring Service Check, which is a check of your criminal record, to make sure that we are protecting the young people we work with.

If you sign up for our mailing list, we will keep the following information about you:

- your email address
- any information you provided about your interest in the charity to help us tailor communications

We use a third-party service to collect donations. If you donate through this service – Kindlink - we will be able to collect and process the following personal information about you (if you agreed to share it with us):

- your name, email address, postal address and phone number

Your data will also be collected and processed by Kindlink; you can read their privacy policy [here](#).

We use a third-party service, 1&1 IONOS, to host our website

www.girlsrocklonond.com. 1&1 IONOS uses cookies to save browsing preferences and to optimise users' browsing experience. You can read more about how they use cookies in their [cookies policy](#).

We use a third-party provider, Gmail, for our email services. You can find more information about their privacy policy and systems [here](#).

We will also monitor any email sent to us, including file attachments, for viruses or malicious software.

We use a third-party newsletter service, Mail Chimp, for our newsletter services. You can find more information about their privacy policy [here](#).

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

How we get the information and why we do we have it

Most of the personal information we process is provided to us directly by you in one of the following ways:

- If you are aged 18+ we will collect your personal information from you, using a Google or Survey Monkey form.
- If you are under 18, we will collect your personal information from your parent, carer or in some cases a professional such as a teacher, youth worker or mental health worker who you are working with, using a Google or Survey Monkey form.
- If you are a facilitator, we will collect your personal information from you directly, using a Google or Survey Monkey form.

We also receive personal information indirectly, from the following sources in the following scenarios:

- If you apply to volunteer or work with us we will contact two referees who will provide us with information about your employment history and any HR issues relevant to the role.
- If you apply to volunteer or work with us in a role that involves regulated contact with children, we will collect information about your criminal record from the Disclosure and Barring Service.
- A parent or adult participant of our activities may provide your name, email address and phone number as their 'emergency contact' in the event of an accident or other emergency was participating in our activities.

The reasons why we collect and hold information about you are listed in the table below, along with the legal basis for collecting and holding the information:

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. You can do this by contacting girlsrocklondon@gmail.com.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We have a legitimate interest.

Purpose for processing	Legal grounds for using your personal information	Legal grounds for using your sensitive personal information
To manage your participation in charity events as a beneficiary	We have an appropriate business need (to support your participation in events you have signed up to)	n/a

	You have given us your explicit consent	
To manage your employment or contract with the charity	We have a contractual obligation	n/a
To communicate with you and resolve any complaints	It is necessary for your participation in our events You have given us your explicit consent	n/a
To keep you safe at our events	We have an appropriate business need (to manage risk) Vital Interests (to prevent you from coming to harm)	You have given us your explicit consent
To enable us to manage our business operations, such as by maintaining accounting records, carrying out analysis of financial results, using information to meet internal audit requirements, and receiving professional advice (e.g. tax or legal advice)	We have a relevant legal or regulatory obligation (to keep financial records report to the relevant regulators) We have an appropriate business need (to effectively manage our business)	n/a
To carry out Disclosure and Barring Service Checks	We have a relevant legal or regulatory obligation (to safeguard young people and adults at risk)	We have a relevant legal or regulatory obligation (to safeguard young people and adults at risk)
To promote the charity's activities with the general public and funders	We have an appropriate business need (to let people know about our work who might benefit from it, and to demonstrate the impact of our charitable work) You have given us your explicit consent	n/a

What we do with the information

We may use your information for a number of different purposes. For each purpose we must have a “legal ground” to use your personal information in such a way.

When the information that we process is classed as “sensitive personal information”, we must have a specific, additional “legal ground” to process such information.

We will use your data to:

- design and deliver activities that you have signed up to participate in
- contact you to carry out this service
- share learning from the project with funders and in the media (but only with your written permission)
- manage your employment or voluntary role with the charity

If you have been the subject of a safeguarding incident whilst participating in one of our activities we may, as required by law, share information about you with the local authority and the police.

We will not share information about you with anyone else, including any other businesses or charities, unless you have given us written permission.

How we store your information

Your information is securely stored on our Google drive, which is protected by a password, and only accessed by the minimum number of people necessary. At events, some of your information will be printed on paper and kept in a folder held by the Designated Safeguarding Person, who may use the information in the event of an emergency, for example to get in touch with your emergency contact in the event of an accident. This paper is the responsibility of the Designated Safeguarding Person and it is shredded as soon as possible after the event has finished.

We will only keep your personal information for the minimum periods required in order to fulfil the relevant purposes set out in this notice.

The exact time period will depend on your relationship with us and the type of personal information we hold. For example, if you attend one of our events, we will keep your personal information for longer than if you enquire about attending an event but do not end up participating.

We are also required to keep certain information in order to comply with our legal and regulatory obligations. If there has been a safeguarding incident involving anyone involved in the Girls Rock London, either as a participant or facilitator, we will keep information about the incident for the length of time required by law.

If you would like further information regarding the periods for which your personal information will be stored, please contact us using the details set out at the top of this document.

After we no longer need your personal or sensitive information we will destroy it digitally, by deleting files and backups, or physically by shredding paper files.

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 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 information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

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

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.

Please contact us at girlsrocklondon@gmail.com if you wish to make a request.

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