



It Takes a City (Cambridge) Website Privacy Notice Version 1: February 2022

Our contact details

Name: It Takes a City (Cambridge),

Charity Registration No: 1190676

Address: c/o St. Andrews Street Baptist Church, St Andrew's Street, Cambridge CB2 3AR

E-mail: itacinfo@ittakesacity.org.uk

Data Protection Officer: Chair of Trustees

Introduction

At It Takes a City (Cambridge) we are committed to processing data in accordance with our responsibilities under the General Data Protection regulation 2018 and other relevant legislation We are committed to safeguarding and preserving the privacy of our individual supporters, donors and those organisations and businesses that support us.

This Privacy Notice explains what happens to any personal data that you provide to us, or that we collect from you the purposes for which we collect it and how we handle and use it.

For the purposes of data protection law we are considered as the 'Controller' of the personal data we collect and hold about you and we are therefore responsible for it We regularly review and update this Privacy Notice to reflect changes in our services, feedback from you, and to comply with changes in the law. When we change our Privacy Notice, we will revise the date at the top of this document.

Information We Collect

In running and maintaining our website we may collect and process the following data about you:

- Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data. This information does not identify you in anyway.
- Personal information provided voluntarily by you when you communicate with us. For example, when you register for information, newsletter or an event.

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 itacinfo@ittakesacity.org.uk
- (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.

Use of Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

Mailing Lists

When you subscribe to our newsletter, we collect your name and email address, which we use to keep you informed about our work and any services we offer. We never pass this information on to other organisations.

You can unsubscribe from any of our newsletters at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing itacinfo@ittakesacity.org.uk. When you unsubscribe, we remove your personal information within 7 days of your request.

Storing Your Personal Data

Your information is securely stored on Office 365 on-line collaboration platform, the software for which is regularly updated.

In operating our website, it may become necessary to transfer data that we collect from you to locations outside of the United Kingdom for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated stored securely.

Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically. Sending such information is entirely at your own risk.

Retention of Data

We will keep the personal information covered by this Privacy Notice for the periods of time specified in our Data Retention Schedule (in Data and GDPR Policy which is available on request). At the end of the applicable retention period we will safely and securely delete the data.

Ticketing Information

Tickets for our events will usually either be sold by the venue directly or will be processed by a third-party provider, Eventbrite. To find out more, please read the [Eventbrite Privacy Policy](#). We will process personal data originating from event ticket sales, but this will be wholly internal. We will not share this data with any other parties. Our lawful basis for processing this information is your consent given when you purchase a ticket or complete a survey.

Donation Information

When you donate to It Takes a City, we collect personal information from you. We collect your name, address, email, phone number, and payment information. We use this information to thank you for your donation, manage gift aid, be compliant with financial regulation and to meet our legal obligations. Our lawful basis for processing this information is our contract with you and our legal obligation.

We will share your personal information with HMRC and other organisations where we have a legal obligation to do so. We retain your personal information for six years from your last donation as part of our legal obligation.

Disclosing Your Information

We will not disclose your personal information to any other party other than in accordance with this Privacy Notice and in the circumstances detailed below:

1. Where we are legally required by law to disclose your personal information.
2. To further fraud protection and reduce the risk of fraud.

Third Party Links

On occasion we include links to third parties on this website. Where we provide a link, it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

Your Rights in Relation to your Data

As the subject of the data you have a number of rights under Data Protection law. These include:

- Right to access your personal data and to obtain certain information about it
- The right to ask us to rectify your data if it is inaccurate or to complete data that is incomplete
- The right to ask us to erase your personal information in certain circumstances.
- In limited circumstances the **right to** restrict our processing of your personal information
- In limited circumstances the **right to** object to our processing of your personal information
- . in limited circumstances the **right to ask that we transfer your** personal information to another organisation, or to you.

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 itacinfo@ittakesacity.org.uk or write to us at It Takes a City (Cambridge), c/o St. Andrews Street Baptist Church, St Andrew's Street, Cambridge CB2 3AR if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at itacinfo@ittakesacity.org.uk or write to us at It Takes a City (Cambridge), c/o St. Andrews Street Baptist Church, St Andrew's Street, Cambridge CB2 3AR. A copy of our Complaint Policy is available on our website.

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>