



Barleybird CIC

GDPR Policy

Policy created by:	Gaina Dunsire (Director)
Signed off by:	Nick Saltmarsh (Director)
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This policy sets out how Barleybird CIC collects and processes data and your rights regarding how your personal information is used. Use our contact form on our website to send us any questions about this policy.

This policy covers our website and any communications or services that we offer. We will post any changes and updates to this policy on this page. We will communicate significant changes in this policy to you by contacting you through the format to which you have agreed.

Data collection

We will always make clear to you at the time when we collect any personal data the legal basis on which we will process that data. We will process your data on the basis of:

- Your explicit consent when you give it to us directly via a website form, email, phone, letter, sign-up sheet or in person, or when you join an email list, download a publication, appear on an online map, directory, or calendar, when you donate money to us, or when you add your details to a list at an event.
- A contractual relationship eg when you buy tickets for an event, or where you are employed or volunteer for us
- Legitimate interest eg responding to enquiries, IT security, fraud prevention, maintaining “do not contact” lists
- A legal obligation eg if we are required to disclose the information to regulatory or government bodies e.g., HMRC, or when required to do so by the courts
- We only collect the data that we need including data that will help us improve and administer our services.

We collect two kinds of information:

- Information such as IP addresses (the location of the computer on the internet), pages accessed and files downloaded. This helps us to analyse how people use our website. We will not link this to you individually.

Barleybird CIC, The Depot, London Road, Brompton, Beccles, Suffolk, NR34 8DQ

barleybird.org • admin@barleybird.org

A Community Interest Company registered in England and Wales, company number 14654618

- Personal information such as your name, the organisation you work for, email and postal address, phone number, job description. You don't have to disclose this information to browse our site, however you may not be able to access some of our services unless you disclose some or all of this information.

If you attend a Barleybird event it is possible that your photograph may be taken. If you object to a photograph of you being reproduced, please let us know (parents, guardians of the school responsible for anyone under 18 will be consulted before data is kept or photographs are reproduced).

Use of data

We use your data only to provide the service that you have requested and communicate with you in the way that you have agreed to eg we will specifically ask you to consent to us contacting you by a particular method eg email, phone.

We may use third party processors through which we send out our newsletter, sell tickets and process and analyse the data we collect.

We will only share data where we are required to do so by law or with our third party processors. Personal data will not be transferred outside of the European Economic Area unless the country or territory that it is transferred to is considered to have adequate protection for the rights and freedoms of data subjects in relation to the processing of data as detailed in the guidance from the Information Commissioner's Office (ICO).

We will never sell or swap your information with other organisations to use for their marketing.

Third party processors

We currently use, or may in future use, the following third party processors to help us collect, process and analyse data. Click on the links to view the privacy policies of these third party processors.

- Squarespace
- Mailchimp
- Survey Monkey
- Google Analytics
- Eventbrite
- Ticket Tailor

Where do we store your data?

We have measures in place to prevent the loss, destruction, misuse, alteration, unauthorised disclosure of or access to your personal information. Information we collect can only be accessed by authorised personnel who agree to abide by this policy.

Unfortunately, the transmission of data across the internet is not completely secure and whilst we do our best to protect your information, we cannot guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

How long will we keep your data?

We will keep your information only for as long as we need it to provide you with the services and information you have requested from us. This means e.g. for newsletters we will periodically review the consent that you have given us and ask for re-consent, and for delegates to events we will only hold personal data beyond the event in order to enable us to analyse delegate engagement and to help us improve future events.

If you would like any further information about how we use and store your information, please contact us.

Your rights

Where we rely on your consent to process your personal data, you have the right to withdraw your consent at any time. You can always view, update or request for your information to be deleted from our database either by clicking on the unsubscribe/update preferences button that appears on all our newsletters or by contacting us at admin@barleybird.org

In addition, you have the right to:

- **Rectification** – if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated.
- **Restrict processing** – you have the right to ask for processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate usage.
- **Right to data portability** – you may ask us to provide your information to you – or another service provider – in a machine-readable format

Please contact us if you wish to exercise any of these rights.

Complaints about how we process your data should be made to the Information Commissioner's Office. Their contact details can be found [here](#).

Your agreement

By sharing your data with us and using our website you consent to our processing of your data in accordance with this Privacy Policy.

Use of Cookies

Our website uses cookies to help us improve how our website works. By continuing to browse our site you are agreeing to our use of cookies. Most web browsers automatically accept cookies, but you should

be able to change your browser preferences to prevent this if you wish. However, not using cookies can affect the extent to which you can use a particular website.

What kind of cookies do we use?

We only use cookies that help us to analyse how people interact with our website to help us make improvements to it. No personal data is stored in these cookies.

Performance

We may use Google Analytics to help us to analyse how you use our site. The cookie generates information (including your IP address), and this information is stored by Google. Google may also transfer this information to third parties where required to do so by law, or when such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. Find out more about the Google Analytics privacy policy [here](#).

Links to third party websites

Our websites contain links to third party websites that we believe may be of interest to visitors to our website. Our policy and procedures on privacy only governs our website and we are not responsible for the privacy policies that govern third party websites even if we have provided links to them. If you use any link on our website we recommend you read the privacy policy of that website before sharing any personal or financial data.

Social media sites

We operate, or may in future operate, a number of social media accounts (including Facebook, Twitter, Instagram and YouTube). Although this policy covers how we will use any data collected from those pages, it does not cover how the providers of social media websites will use your information. Please ensure you read the privacy policy of the social media site before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.