



FAIR PROCESSING NOTICE FOR WEBSITE USERS/ FUNDRAISING

CHICKS collect data about our website users. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of website users.

We will always make sure that any personal data is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat
Brentor
Tavistock
Devon
PL19 0LX

Phone: 01822 811020

Email: info@chicks.org.uk

Our Data Protection Officer is Joanna Foster and she can be contacted at DPO@chicks.org.uk

What data do we process and why do we need it?

When you use our website, we will collect the following personal data about you:

- name, email, phone, address, gender, dob, email, education, water confidence, DoE, health, criminal and your enquiry via our 'Volunteer application form'.
- name, email, address, via our 'Contact Us, Contact preference form'.
- name, email, address, phone, via our 'Skyline offer form'.
 - Details of any criminal offences—

- of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or
- in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted.

- IP address/ MAC address when you use the website

We need your name and contact details in order to answer your enquiry and we process this data with your consent. We need your IP address and MAC address for security reasons. We will hold your personal data that we collected to answer your enquiry for six weeks in case you have additional queries.

We will send you marketing information and newsletters when you consent for us to do so. You have the right to unsubscribe to marketing at any time. If you do choose to unsubscribe, we will keep your name and email address on a suppression list so that we don't email you again by accident.

Our legal basis for processing personal data

By law, we need a legal basis for processing your personal data.

*We process the following data because we have a **legitimate interest** in the security of our website and so that we don't email you again if you have opted-out:*

- the IP address and the MAC address
- your name and email in a suppression list

*We process the following data because we have a **legal obligation** to do so.*

- Either—
 - where the certificate is required for the position, an enhanced criminal record certificate; or
 - for all other positions, a criminal record certificate.
- Details of any criminal offences—
 - of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or

- in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted.

We process the following personal data due to our **legal obligation** to share it with regulators and others:

1. Government agencies for the criminal record checks

We will process the following personal data with your **consent**:

- the name and email when you consent to receive our newsletter

How long do we hold your personal data?

We hold your data

- for enquires – 6 week
- for marketing – until you withdraw consent or until we see that you are no longer opening the emails. We review our consents every year.
- for security – we may collect and store personal data for an indeterminate period so as to ensure the continued functioning of the website

Who do we share your information with?

- Our software and cloud service providers.

Data transfers out of the EU or EEA

We do not transfer any personal data out of the EU or EEA.

Rights of website users

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.