



## **PRIVACY NOTICE**

### **Stepney Community Trust**

**Jute, the golden fibre of Bengal and an empire monopoly How the sweat of Bengal cultivators facilitated the expansion of the trade of the British Empire (1830-1940)**

#### **OUR CONTACT DETAILS**

Contact: (Secretary, Stepney Community Trust)

Name of organisation: Stepney Community Trust

Website: [www.stepney.org.uk](http://www.stepney.org.uk)

Email: [heritageproject@stepney.org.uk](mailto:heritageproject@stepney.org.uk)

#### **WHAT TYPE OF INFORMATION WE HAVE**

We currently collect and process the following information:

- Name
- Contact details: telephone number, postal address and email address (we collect this information mainly for communication purposes and also to ascertain the geographical locations where our participants reside). The post code is compulsory, but the address is optional.
- Information about your qualifications (this helps us understand the mix-educational backgrounds of our participants to enable us to better design and deliver training/workshops)
- Your reason for applying for the project (this helps us understand your motivation and interest in the project)
- Information about caring responsibilities (we want to help participants with childcare needs when they attend project events and training)

Information which is defined as special category data: ethnic origin, gender and the age of participants (we collect this for equal opportunities monitoring purposes). This information is collected on a separate sheet.

## **HOW WE GET THE INFORMATION AND WHY WE HAVE IT**

All the information that we process is provided to us directly by you when you complete an application form, or when you contact us directly about the project, for example, when you submit an invoice or claim for support.

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

- Your consent. You are able to withdraw your consent at any time. You can do this by contacting [heritageproject@stepney.org.uk](mailto:heritageproject@stepney.org.uk)
- Processing is necessary for the purposes of the legitimate interests pursued by us and the National Heritage Lottery Fund

## **WHAT WE DO WITH THE INFORMATION WE HAVE**

We used the information that you have given us in order to:

- Decide on your eligibility for taking part in the project.
- To keep you informed about the project, for example, workshops, visits, conferences.
- We share aggregated special category and age data with the National Heritage Lottery Fund, but if required we may have to share individual information, which is very unlikely.

- To keep you informed about other related projects and events which we feel may be of interest to you (we will do this strictly with your consent when sent electronically).

## **HOW WE STORE YOUR INFORMATION**

Information you provide will be stored securely on an external disk and in one of the computers at the premises of Stepney Community Trust (46 Myrdle Street, London E1 1HL) which are only accessible to the coordinator of the project and Secretary of Stepney Community Trust Brick Lane Circle).

We will keep your identifiable personal data – application form, invoices, etc. for seven years as required by National Lottery Heritage Fund. After this time, we will permanently dispose of your data by a secure method.

## **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 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 [heritageproject@stepney.org.uk](mailto:heritageproject@stepney.org.uk) if you wish to make a request.

## **HOW TO COMPLAIN**

If you are unhappy with how we have used your data to you can complain to the Information Commissioner's Office (ICO)

ICO

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113