

# **Privacy Policy**

This privacy notice covers all personal data that is gathered by Rippleacts CIC (Companies House, 14459853)

We may collect personal information about you, when you:

- Ask us about our activities
- Register interest in one of our services
- Engage in a Rippleacts project or take part in our coaching programme
- Sign up for newsletters or publications
- Volunteer for us
- Contact us via telephone, email, our website or otherwise provide us with your personal information.

#### What information we collect, use and why:

We collect or use the following information to provide our services and products, including delivery:

- Name and contact details
- Addresses
- Date of birth

This information is collected directly from yourself, with your consent or may be passed to us through a partner organisation through which you are accessing our services. Information is kept securely and only shared with authorised personnel such as staff or contracted collaborators.

## How long do we keep your information?

As per data protection regulations, your personal information will not be kept for any longer than is necessary.

## **Our legal obligations**

Under UK data protection law, we must have a 'lawful basis' for collecting and using your personal information. Our lawful bases for collecting or using personal information to provide services and goods, including delivery and third party referrals are **legitimate interests.** 

This means that we are collecting information because it benefits you, our organisation, or someone else, without causing an undue risk of harm to anyone.



Our legitimate interests are that the information collected is necessary for us to carry out our services such as our coaching sessions, projects or deliver updates you have requested information on.

#### Access to your personal information

Under UK Data Protection law, you have the right to access, rectify and remove any information we hold about you.

If you would like to receive the information we hold about you, you can do this by submitting a Subject Access Request using the details below.

You can find more information on your data protection rights on the ICO's website.

### **Contact Details**

Rippleacts CIC Carrow House, 301 King Street, Norwich NR1 2TG

hello@rippleacts.org