

Headington Action Privacy policy

Headington Action is committed to protecting and respecting the personal data it collects. The data that we gather and hold is managed in accordance with the General Data Protection Regulations (GDPR) 2018. This privacy policy explains how we use any personal information that we collect about you when you engage with any of our activities or services.

What kind of information do we collect?

Most of the personal information we process is provided to us directly by our members and those interacting with our activities and projects for one of the following reasons:

- Sign-up details: If you register as the representative of an organisational member, a co-opted member, a volunteer, a market trader, a stallholder or organiser of a project or event with Headington Action, we will ask you for personal information such as your name, email address, home address and other contact details such as a contact phone number.
- Referral details: We hold contact details and personal information on people who have been referred to our projects for support, e.g. Connected Communities. We use the information that you have given us in order to provide you with support in relation to the referral made, share opportunities with you that may be of interest or other reasonable contact.

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 headington.action@gmail.com with the subject line Data Deletion.
- (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.

Security

We take steps to protect your personal information and follow procedures designed to minimise unauthorised access or disclosure of your information.

1. Headington Action shall ensure that personal data is stored securely using software that is kept up to date.
2. Access to personal data shall be limited to personnel who need access and appropriate security must be in place to avoid unauthorised sharing of information.
3. When personal data is deleted this must be done safely such that the data is irrecoverable.
4. Appropriate back-up and disaster recovery solutions shall be in place.

Archiving / removal

We will only keep any personal information that you provide to us for as long as is necessary to fulfil the purpose for which you gave us the information and we will securely delete information when it is no longer needed for that purpose.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Headington Action shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).