

## **Devon Development Education (DDE)**

### **Privacy Notice**

We want everyone who supports or works with DDE to feel confident and comfortable with how any personal data they share with us is looked after or used. This Privacy Notice sets out how we collect, use and store personal data (information that identifies or could identify you).

### **Who are we?**

Devon Development Education (DDE) is committed to protecting your personal data and making every effort to ensure that it is processed in a fair, open and transparent manner.

We are a 'data controller' for the purposes of the UK General Data Protection Regulations (Data Protection Act 2018), and this means we are responsible for, and control the processing of, your personal data.

For further information about how we handle matters of privacy please contact us by:

- Emailing [dde@globalcentredevon.org.uk](mailto:dde@globalcentredevon.org.uk)
- Calling 01392 438811
- Writing to Devon Development Education, The Global Centre, Exeter Community Centre, 17 St David's Hill, Exeter EX4 3RG

### **Why do we need your data?**

We need to know your basic personal data in order to provide you with information about our activities, campaigns and events. In addition we may need this data to process donations, to claim Gift Aid, verify financial transactions and to provide any services or goods you have requested.

We will collect only the personal data we need to ensure we provide information that is most relevant to you.

### **What data do we collect?**

The personal data we collect can include details such as your name, email address, postal address and telephone number.

We strive to collect only the data necessary to maintain our relationship with you and ensure we can best provide the information and service you require.

### **How do we collect your data?**

We collect data from you when you ask about DDE, its events and activities. This could be by email, telephone, post, through our website or in person.

### **How do we keep your data safe?**

Any personal data we hold is kept confidential and protected against misuse or improper access. Data is processed only by DDE staff based in the UK.

No one else has access to your personal data and we will not share it with any third parties. The only exception is if we are required to do so by law.

We have a Data Protection regime in place to ensure the effective and secure processing of your personal data. All DDE staff are aware of the importance we attach to the correct handling of personal information and are guided by our internal Privacy Policy, a copy of which is available upon request.

Our website may contain links to other sites. While we try to ensure these sites share our same interests, standards and respect for privacy we are not responsible for their content or privacy practices.

### **What are the legal bases for keeping your data?**

In most cases we will only use your personal data where we have your *consent* or because we need it to fulfil a *contract* with you (e.g. you have placed an order for a DDE product or workshop).

However there are other lawful reasons that allow us to process your personal data and one of those is called *legitimate interests*. Examples of this are if we contact you to research our supporters; for legal purposes; or to comply with guidance from the Charity Commission.

### **How long will we keep your data?**

We will only keep it as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations.

### **What are your rights?**

'For any of the following, please contact [dde@globalcentredevon.org.uk](mailto:dde@globalcentredevon.org.uk):

You may unsubscribe from DDE at any time. After you have asked to unsubscribe, using the details above, we will stop sending you information and remove all of your personal data from our records, unless there are legal reasons why we are obliged to retain it.

If you believe the information we hold is incorrect, you can request to see this information and have it corrected or deleted. Contact us, at the email address listed above explaining the correction required.

If you wish to make a complaint about how we have handled your personal data, please email us at the address listed above.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

*This Privacy Notice was last updated 20<sup>th</sup> December 2021*