

Hungarian Community Group West Midlands CIC

Privacy Notice

Effective 25. May 2018

In this privacy notice we provide detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it safe. Hungarian Community Group West Midlands CIC as **data controller** is committed to to treat your information with the upmost respect and care.

How and when we collect information about you?

We may collect and store information about you when you interact with us.

When you:

- Register as a member
- Register your child as a student
- Register for an event
- Register as a volunteer
- Enter into contract with us
- Subscribe to our newsletter

What data is being collected?

| Type of data | Volunteers (including directors) | Members of Hungarian School of Birmingham | Members of Hungarian Community Group | Contractors | Newsletter subscribers |
|-----------------------------|--|--|---|-------------|---------------------------|
| Name | ✓ | ✓ | ✓ | ✓ | ✓ |
| Email | ✓ | ✓ | ✓ | ✓ | ✓ |
| Phone | ✓ | ✓ | | ✓ | |
| Address | ✓ | | | ✓ | |
| Name and age of children | | ✓ | | | |

| | | | | | |
|---|---|---|--|---|--|
| Special considerations (eg. medical conditions, allergies, conflict of interest declarations) | ✓ | ✓ | | ✓ | |
| Third party references including DBS | ✓ | | | ✓ | |

Ticketing Data

When you purchase a ticket through eventsmart.com, your name and email address will be stored in our eventsmart account and on paypal.com. We do not store your payment information. You may, of course, purchase a ticket in person without supplying your personal data.

Why the data is collected?

- to provide information regarding of our events, activities or school days
- to ensure our events are safe
- to keep children safe
- to ensure we can contact you in case of a last minute change or in case of an emergency
- to perform our reporting, accounting and tax obligations
- to correctly calculate the price of our services to you

Will the data be shared with any third parties?

Your personal data will only be shared with third parties in the following circumstances:

- if required for safeguarding of children or vulnerable adults
- if required by legal or accounting professionals to complete reporting and tax obligations, or to resolve legal disputes
- if required by law
- in case of emergencies

We will never share your personal data with third parties for marketing or advertising purposes.

How long will the data be stored for?

We hold name and email information of newsletter subscribers until they unsubscribe.

We hold and use personal data of members, pupils, volunteers, contractors while they are using our services, or are in a contractual agreement. We may retain personal information after that if required for legal or regulatory requirements, such as accounting or tax obligations.

How the data is stored?

Personal data can be stored physically on paper or electronically. Access to personal data in any form is restricted to people who need to know, that is Directors.

What rights do you have? How can you raise a complaint?

Under data protection legislation, parents, pupils, members, volunteers and contractors have the right to request access to information about them.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- a right to seek redress, either through the ICO (<https://ico.org.uk/concerns/>), or through the courts

Contact details:

If you would like to discuss anything in this privacy notice, please send an email to birminghamiskola@gmail.com