



## Privacy Notice

This Privacy Notice outlines how Ripon Together CIC collects, stores, uses and shares data. 'Personal Data' is defined as any kind of information that can be used to personally identify an individual. It has been developed in accordance with the Data Protection Act 1998, Privacy and Electronic Communications (EC Directive) Regulations 2003 and EU General Data Protection Regulation (GDPR) 2018.

The purpose of the Privacy Notice is to inform you about key points of information regarding the personal data that we collect.

By completing a membership form (or providing Ripon Together with personal information through its website) you are accepting and consenting to the practices described in the Ripon Together CIC Data Protection Policy and Procedures.

Everything we do relating to your personal data is covered by the following data principles:

- Your personal data belongs to you – you can control, correct, update and request erasure of it by contacting us (except where the data is required to be retained by law). You should know about, and be comfortable with, everything that we do with your personal data.
- We will only collect, store, use and share your personal data in a way that is outlined in this Privacy Notice. If we change the way we use your data, we will inform you of this and, if necessary, regain your consent for this change of use.
- If we have your personal data, we will protect it using appropriate security safeguards, having kept on top of and appropriately considered the latest industry standards and best practice.

### **Personal Data that we collect**

We have attempted to list all data Ripon Together CIC may collect about you. Any personal data we may collect which is not listed, will be used and stored in line with the personal data on this Privacy Policy.

### **Personal data you may give us (but not limiting to):**

- Name
- Email address
- Address
- Telephone Number
- Signature

### **How do we collect it?**

We have made every effort to detail the personal data that we collect from our members and others (*and the users of our website*) as well as to ensure that the platforms we use to collect data are secure in storing and retaining the data as you would expect. We have documented the main ways in which we collect this data below.

#### Our Membership Form

Our membership form collects the personal data detailed above and its collection is required to run Ripon Together. We are required to maintain and retain this personal data under our obligations as a Community Interest Company.

#### Other Collection Methods

There may be occasions where we collect and store personal data that has been provided to us orally or via other mediums. This personal data will only be used for the purpose for which it was provided and the retention of this personal data will be for the shortest period required.

#### Ripon Together Website

The website is maintained by Ripon Together CIC. From time to time we may collect data from forms or elements of the website. This data will be collected and processed in accordance with this Privacy Notice.

### **How is the personal data used?**

Ripon Together will not collect any personal data that is not necessary to carry out the functions of servicing your membership, such as notifying you of Ripon Together activities.

If you have provided us with an e-mail address, we may e-mail you (providing you have not opted out) with communications to keep you up to date with the activities of Ripon Together. If you unsubscribe from e-mail communications you will not be notified of Ripon Together 's meetings or receive other communications (except for those that we are required to by law)

If you have not provided us with an e-mail address, we will use the address provided by you in your membership form to inform you of General Meetings.

Ripon Together CIC works in partnership with Harrogate & Ripon Centres for Voluntary Service to provide administrative and governance support for Ripon Together CIC. By becoming a member of Ripon Together CIC you authorise Ripon Together CIC to hold your contact information solely for the purpose of contacting you about Ripon Together events and activities.

### **Who do we share your personal data with?**

Ripon Together will never share your personal data with any third parties other than digital storage providers without your prior consent.

### **How long will Ripon Together keep your data?**

Ripon Together will retain the personal data we hold for a time we deem necessary for the purposes for which we are collecting the data. You have the right to request we amend, remove and view the data we store. You can do this by the methods given at the end of this policy.

Your personal data may be stored digitally; however we will ensure that all forms of data storage used remain compliant with this privacy policy and all applicable laws.

### **Changes to Our Privacy Notice**

We may make changes to our Privacy Notice from time to time. We will not reduce your rights under this Privacy Notice without your explicit consent, unless required to do so by law. An up to date Privacy Notice will always be posted on our website [www.ripontogether.com](http://www.ripontogether.com) and if any significant changes are made, we will post a more prominent notice. We will also keep prior versions of this Privacy Notice in an archive for you to review.

### **Ways to contact us**

If you wish to contact Ripon Together about any of the personal data we collect or store, including making changes to your personal data, please contact Ripon Together via email or post.

#### **Email:**

[info@ripontogether.org.uk](mailto:info@ripontogether.org.uk)

#### **Post:**

Ripon Together CIC, c/o Ripon Community House, Sharow View, 75 Allhallowgate, Ripon N  
Yorks HG4 1LE

**This Privacy Notice was last updated in June 2021**