

# Privacy Notice



## Introduction

Thinking Big respects your privacy and is committed to protecting your personal data and being transparent about how we collect and use it. We will comply with any data protection legislation currently in force. This Privacy Notice, in line with the General Data Protection Regulation 2018 (GDPR), explains how we use any personal information that you provide, or which is provided to us by third parties.

## Who We Are

Thinking Big is a Community Interest Company, registered in England, company number 11121436. Our aim is to promote social inclusion, opportunity and well-being by thinking big; making a positive difference to services and people's lives through meaningful training and community engagement. You can find out more about us on our website [www.thinkingbiguk.org](http://www.thinkingbiguk.org). You can contact us via the 'Contact Us' page on the website, or by emailing [admin@thinkingbiguk.org](mailto:admin@thinkingbiguk.org). You can also discuss any queries or concerns with any relevant Project Lead.

## Your Personal Data

### 1. What we need:

We only collect and process basic personal data about you. We do not use any sensitive data that could put your fundamental rights or freedoms at risk. The information we will hold includes your name, address and contact details, such as email address and telephone number.

### 2. Why we need it:

We have a legitimate interest to collect and process your personal data because we would not be able to provide a service to you otherwise. We need to know your basic personal data to communicate with you and in relation to activity records, evidence and research. In some cases, there may also be a contractual requirement to process data. For example, we may receive funding to work with people from specific postcode areas and we would need to use your postcode to evidence this.

You give us consent to use your data at the time of sharing it. For example, you contact us by email and we can only respond by using your email address, or you complete a data collection form in which you consent to us using the data.

### 3. Where it comes from:

Your personal data is usually given to us by you, by email, in person or in questionnaires and data collection forms. If we are given your data by a third party because of you requesting them to do so, we will contact you to confirm your consent.

### 4. What we do with it:

Personal data we collect is only intended to be used by us. Any information you have provided in forms or questionnaires for the purpose of project evaluation or research, will be anonymised before analysis or publication. We will not share identifiable data with third parties without your consent. We will never give your personal data to any third party without your

consent unless there is a safeguarding requirement or legal obligation to do so. Records are stored securely, password protected and encrypted where appropriate.

## **5. How long we keep it:**

Data which you have provided to us will be kept until you tell us you no longer want us to use it. You can do this by emailing [admin@thinkingbiguk.org](mailto:admin@thinkingbiguk.org). Where information is no longer required we will ensure it is destroyed in a secure manner.

## **6. Your Legal Rights:**

Under the GDPR, you have the following rights:

### **a. The right to access your personal information**

By making a subject access request to Thinking Big you can find out what personal data we hold about you, why we hold it and who we disclose it to. You must make a subject access request in writing by email. If this is made from an email address which is not recognised by us, you will need to provide proof of identity. Once we have received your request, and verified your identity, we will respond within 30 days.

### **b. The right to edit and update your personal information**

The accuracy of your personal information is important to us. You can edit your personal information including your address and contact details at any time.

### **c. The right to request to have your personal information deleted**

You have the right to request the deletion of your personal information. We will carry out your request unless there is a legitimate reason not to.

### **d. The right to restrict processing of your personal information**

In some circumstances you have the right to 'block' or suppress processing of your personal data. However, we will continue to store your data but not further process it. We do this by retaining just enough of your personal information, so we can ensure that the restriction is respected in the future.

### **e. The right to object**

We are a non-profit organisation and we will not use your data for marketing unless we believe there is a legitimate interest or benefit to you. Data will only be used for research purposes where there is a contractual requirement, legitimate interest or your consent to do so. You have the right to object to your personal information being processed for marketing and for research purposes.

### **f. The right to lodge a complaint with a supervisory authority**

If you wish to lodge a complaint or seek advice from a supervisory authority, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: +44 (0) 01625 545 745  
Website: [www.ico.org.uk](http://www.ico.org.uk)

## **7. Visiting our website:**

### Privacy & cookie policy

This part of the privacy policy sets out how Thinking BIG uses and protects any information that you give Thinking BIG when you use the website.

**a. Commitment**

Thinking BIG is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

**b. Changes**

Thinking BIG may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

**c. What we collect**

We may collect the following information:

Name and job title

Contact information including email address

Demographic information such as postcode, preferences and interests

Other information relevant to customer surveys and/or offers

**d. What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping.

We may use the information to improve our products and services.

We may periodically send promotional emails about new products, services, special offers or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

**e. Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

**f. How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We would only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies can help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**g. Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

#### **h. Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes (applicable wherever any such purposes might be intended).

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) . If you would like a copy of the information held on you please email [admin@thinkingbiguk.org](mailto:admin@thinkingbiguk.org)

If you believe that any information we are holding about you is incorrect or incomplete, please contact us as soon as possible, at the above email. We will promptly correct any information found to be incorrect.

### **Any Questions?**

If you have any questions about this policy or how it relates to you, please get in touch and we will be happy to help.