



## **Our contact details**

Name: Bridging Change CIC

Contact: Directors of Bridging Change

E-mail: [bridgingchange.co.uk](mailto:bridgingchange.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details such as email)
- Personal identifiers are kept separate from any survey details or reports

You can find more about [what constitutes personal information](#) on the ICO website.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To map existing assets and gaps in the community
- To keep you updated on forthcoming meetings, events and opportunities

We use the information that you have given us in order to strengthen the minoritised ethnic communities

We may share anonymised information with our project partners and funders.

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 [bridgingchange@outlook.com](mailto:bridgingchange@outlook.com)**

**(b) We have a vital interest.**

**(c) We need it to perform a public task.**

**(d) We have a legitimate interest.**



## **How we store your personal information**

Your information is securely stored on our password secure database

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If you have taken part in a consultation or survey managed or commissioned by us we may need to process data in relation to your name and contact information.

If you have registered your interest in a volunteering opportunity using our online brokerage platform, or made a volunteering enquiry to our volunteer centre, we may process data related to your name, and contact information as well as other information to enable your enquiry to be answered.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.



You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at **[bridgingchange@outlook.com](mailto:bridgingchange@outlook.com)** if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us via email, [bridgingchange@outlook.com](mailto:bridgingchange@outlook.com) or for data protection queries.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Tell people how to make a complaint to you here. Include the ICO's address.