

## Privacy Policy

This Privacy Policy applies to information The Good Company People collect about individuals who interact with our organisation as customers, organisers and volunteers. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at [lucy@thegoodcompanypeople.org](mailto:lucy@thegoodcompanypeople.org).

### 1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and becoming a Host	Name, email, telephone number & home address	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Filling in a Host application form	Name, email, telephone number, address, date of birth, your experience, qualifications and skills, employment history, references contact details, household information	Legitimate interests - it is necessary for us to read and store your information to assess your suitability as a Good Company Host.
Completing an enhanced DBS check	Contact details including addresses over past 5 years, ID including passport, drivers licence, birth or marriage certificate and national insurance number	Legitimate interests - it is necessary for us to complete an enhanced DBS check

Host Training and Insurance certification	Training certificates, Insurance Policy, Car Insurance Policy, Company registration certificate	Legitimate interests - it is necessary for us to complete Host registration process.
Guest assessment and next of kin details	Contact details, next of kin details, GP information, overview of hobbies and interests, medical conditions, medication requirements, allergies	Legitimate interests - it is necessary for us to complete Guest assessment process.
Bank details of Guest and Hosts	Bank account, sort code and name of bank	Legitimate interests - it is necessary for us to book a session
Subscribing to email updates about our work	Name, email	Consent - you have given your active consent.
Website functionality	Website activity collected through cookies	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.

## **2. How we use your data**

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.
- Undertaking host assessment and guest recruitment

### **3. When we share your data**

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
- we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- we are required by law to share your data.

The data may be hosted on storage located not in the UK but under ownership of the Organisation i.e. not shared with a third party.

### **4. How long we keep your data**

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

### **5. Rights you have over your data**

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.

- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us. Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## **6. Cookies & usage tracking**

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you selected on last visit, and counting the number of people looking at a website.

## **7. Data protection registration**

We are registered as a data controller with the UK Information Commissioner's Office. Our data protection registration number is **A8877737**

## **8. Modifications**

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.