



WEBSITE PRIVACY POLICY

Your privacy is important to Hackney Migrant Centre. We are committed to safeguarding the privacy of our website visitors; this privacy statement sets out how we will treat your personal information.

We will not share any of the information with any third parties for marketing purposes and your information will be stored in accordance with data protection laws.

Our website is hosted by [Charity Box](#).

PERSONAL DATA COLLECTION

Hackney Migrant Centre may collect, store, and use the following kinds of personal information:

1. information that you provide to us for the purpose of enquiring about or making a donation;
2. information that you provide for the purpose of applying for a volunteer, employment or trustee role;
3. any other information that you choose to send to us;
4. information about your computer and about your visits to and use of this website (which may include your IP address, geographical location, browser type and version, referral source, entry page, exit page, length of visit, number of page views, route taken through this website, and similar information). This information is collected for the purpose of improving our website and communications.

USING PERSONAL DATA

Personal information submitted to us via our website, directly via email or post, over the telephone, in person or by any other means will be used for the purposes specified in this privacy statement or in relevant parts of the website. We may process your personal data for the reasons detailed below:

Enquiries: If you contact us via our website, telephone, email or post to make an enquiry, the information that you provide will be held as necessary for our legitimate interests in dealing with your enquiry and analysis of enquiries received.

Donations: If you contact us via our website, telephone, email or post to make a donation, the information that you provide will be held as necessary for our legitimate interests in dealing with your donation and analysis of donations received.

Volunteer and job applicants: Personal data submitted for the purpose of applying for a role at Hackney Migrant Centre will be retained for as long as we need to use it for the purpose of considering you for a vacancy. If we determine that we cannot offer you the role, we will retain your details on file for up to 12 months before securely destroying the data. Hackney Migrant Centre has specific Privacy Notices for Employees and Volunteers which are available on written request by emailing: info@hackneymigrantcentre.org.uk

Website users: Our Website uses cookies – please see the [Cookie Policy on our website](#) for further details. This data will be used to enable your use of the services available on the website and improve your browsing experience.

Other: Any other personal information knowingly provided to us, including but not limited to the purpose of contracting with us, will only be used for the purpose for which it was given. The data will not be kept for longer than necessary and will be destroyed securely. Your personal information will not be shared with third parties unless it is required by law, for example, for the detection or prevention of crime.

JUSTIFICATION

This information is processed according to data protection laws for the following reasons:

- as necessary in the pursuit of the legitimate interests of the charity
- for compliance with legal obligations, in this case to provide full and accurate information to the Charity Commission and Companies House concerning the Directors of HMC.

RETENTION PERIOD

Hackney Migrant Centre reserves the right to hold data related to donations for archive purposes, to help inform future policy/processes, and in order to facilitate a high standard of due diligence which will enable the charity to continue to fulfil its charitable objects. Hackney Migrant Centre reserves the right to hold data related to unsuccessful job applications for no longer than 12 months, before all data is securely destroyed.

PERSONAL DATA SECURITY

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Hackney Migrant Centre will store all the personal data you provide on its secure cloud-based services including Microsoft One Drive. This information is protected using both password management tools, data encryption and two-factor authentication where possible.

DISCLOSURES

We may disclose information about you to any of our employees, Trustees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy statement.

In addition, we may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy statement, we will not provide your information to third parties.

YOUR RIGHTS

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity.

In some circumstances you may also have the right to:

- Request that we erase any personal data held about you;

- Restrict our processing of your personal data (for example to ask to suspend the processing of personal information to establish its accuracy or the reasons for processing it);
- Data portability (i.e. to request the transfer of personal data to a third party); and
- Object to our processing of your personal data.

Requests in respect of the above should be made in writing to Hackney Migrant Centre at info@hackneymigrantcentre.org.uk. Please contact us at the same address if you have any reason to believe that information we hold about you is inaccurate. We will aim to respond to your request within one month from the date of receiving the request. Please note that we may, where legally permitted, reject any such request or limit the scope of our response (for example if, in the circumstances, the right does not apply to you).

You will not generally have to pay a fee to exercise any of your rights described above. However, we may charge a reasonable fee if you make a request to see a copy of your personal information which is clearly unfounded or excessive. Alternatively, we may refuse to comply with your request in such circumstances. We may also charge a reasonable fee if you request further copies of the data following a request. The fee will be based on the administrative costs of providing further copies.

If you have concerns about how we use your data, you have the right to complain to the Information Commissioner's Office.

PRIVACY STATEMENT UPDATE

We may update this privacy statement from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy statement by email.

OTHER WEBSITES

The website contains links to other websites that are not under the control of and are not maintained by Hackney Migrant Centre. We are not responsible for the content or reliability of the linked websites. Hackney Migrant Centre provides these links for your convenience only but does not endorse the material on these sites

CONTACT US

If you have any questions about this privacy statement or our treatment of your personal information, please email us at info@hackneymigrantcentre.org.uk

Date of next review: Autumn 2021