



RECONCILIATION
INITIATIVES

Data Protection & Privacy Policy

April 2021

Reconciliation Initiatives: Data Protection & Privacy Policy

Reconciliation Initiatives seeks to treat every person's personal data responsibly and to respect everyone's privacy. This policy sets out how this applies to you as an individual.

Your personal data

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the United Kingdom's Data Protection Act 2018, the General Data Protection Regulation (EU) 2016/679 (the "GDPR") and other legislation relating to personal data and rights, such as the Human Rights Act 1998.

Reconciliation Initiatives ('RI') is committed to protecting and respecting your privacy. For the purposes of data protection legislation, RI is the data controller and RI will process your personal data in accordance with GDPR and national laws which relate to its processing. Please read the following carefully to understand RI's views and practices regarding your personal data and how RI will treat it.

This Data Protection and Privacy Policy is provided to you by Reconciliation Initiatives, registered charity number 1174154 ('the charity'), registered in England. The charity's registered address is: St Michael's House, 11 Priory Row, Coventry CV1 5EX.

RI acts as data controller when the charity collects personal data from participants in our programmes, conferences, webinars and other offerings, as well as from trustees, staff, stakeholders and other organisations that the charity connects with.

RI collects this data in the legitimate interests of supporting the charity's work, and, for some types of data collection, for the performance of a contract. RI will ask for consent for data processing. When RI asks for personal data, the charity will inform you of how we intend to manage it and what measures we will take to ensure its security.

How we collect data

RI may collect personal information from you when you interact with us, for example, if you apply to be a participant in one of our programmes, participate in one of our online webinars, enquire about our activities, register with us to receive our occasional email newsletters, make a donation to us, or apply for a role with us.

The personal data we collect might include information such as name, contact details, bank details (where we need to pay you), and, where relevant, employment related records, and information such as gender, age, date of birth, nationality, racial and ethnic origin, marital status, financial status, criminal records and disability.

We will ensure that all personal information supplied is held securely and in accordance with the relevant data protection legislation applying in the United Kingdom. We only keep your data for as long as is necessary to fulfil the purposes set out in this policy, or as required by law.

Processing and consent

RI will use your personal information to process your requests, to provide you with our services, to provide you with information relating to our services, and for our own administrative purposes.

We will share your information with other third-party organisations for the sole purpose of enabling us to do this better, for example, by using MailChimp to send out occasional email newsletters, where consent has been given through subscription. We will not use third parties to process your data without taking reasonable steps to ensure that they comply with the relevant UK data protection legislation.

RI will not use your personal data for other purposes without asking your permission. We will not sell your information to anyone else.

It is important that the personal data that we hold about you is accurate and current. Please therefore keep us informed if your personal data changes, especially any change to your email address since this will usually be the main method by which we contact you.

Data location and security

RI usually holds your personal data in electronic form. Electronic data is held on secure servers. We ensure that any third-party organisations we use comply with the relevant UK data protection legislation.

Any data held by RI in paper form is held securely and also will be destroyed securely.

The transmission of information via the internet is not completely secure and therefore RI cannot guarantee the security of data sent to us electronically and the transmission of such data is therefore entirely at your own risk.

Your rights over your data

Should you wish to make a subject access request to view your personal data held by RI or have any enquiries about your data held by us, please contact our Administrator at: administrator@reconciliation-initiatives.org.

Should you wish to withdraw permission for RI's use of your data or to update the data we hold for you, please contact our Administrator at: administrator@reconciliation-initiatives.org.

Changes to this policy

RI reserves the right to update this Data Protection and Privacy Policy at any time in line with best practice and changes in legislation. We will always seek to have an up-to-date version of the policy available on our website.

Further processing

If RI wishes to use your personal data for a new purpose, not covered by this Data Protection and Privacy Policy, then we will provide you with a new policy explaining this new use prior to commencing such use, and setting out the relevant purposes and processing conditions.

Where required by law, we will seek your consent before using your personal data for a new or unrelated purpose. We may process your personal data without your knowledge or consent where required to do so by applicable law or regulation.

Website links and cookies

RI's website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we cannot be held responsible for the content or the privacy practices employed by other sites.

Please see RI's website, www.reconciliation-initiatives.org, for details of our website cookie and privacy policy.

Social media

If you share our content through social media, for example by liking us on Facebook, or following or tweeting about us on Twitter, those social networks will record that you have done so. They may set a cookie for this purpose. RI cannot access those set by social networks. Likewise, social networks cannot access cookies that we set ourselves.

Marketing

In addition to the uses described above in this policy, RI may use your personal data for our legitimate interests in order to provide you with details about our services, notices and information about forthcoming events which we consider may be of interest to you.

You have the right to opt-out of receiving such information at any time. To opt-out, you can:

- click the 'unsubscribe' link contained in any such communication received; or
- email our Administrator at administrator@reconciliation-initiatives.org, providing us with your name and contact details.

This policy was adopted by the Board of Trustees of Reconciliation Initiatives at their meeting on 28 April 2021.