

Privacy and Data Protection Policy

Our contact details

Name: The Fore

Address: V107, Vox Studios, 1-45 Durham Street, London, SE11 5JH

Phone Number: 07858 339 981

Email: info@thefore.org

The type of personal information we collect

We currently collect and process the following information as part of our various activities:

- Personal identifiers, contacts and characteristics (for example, name, contact details, date of birth etc).
- Employment/personnel records and recruitment information.
- Copies of ID, bank account details, payment records and tax status information.

We may also collect, store and use the following ‘special categories’ of more sensitive personal information:

- Information about race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about criminal convictions and offences.
- Information about health, including any medical condition, health, and sickness records.
- Trade union membership.

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:

- Applying for or awarded grants or services from The Fore.
- Providing funding to or partnering with The Fore.
- Subscribing to our newsletters and networks.
- Registering/attending a workshop or event.
- Responding to a survey, giving feedback or contacting us.
- Applying for a role or recruited to work or volunteer with The Fore.

We also receive personal information indirectly, from third parties or publicly available sources, for example:

- Previous employers/referees.
- Background check agencies.
- Publicly available sources such as Companies House, websites etc.
- Third party online platforms such as Eventbrite and Calendly which are used to help us provide services.

We use the information that you have given us in order to:

- Perform the contract we have entered into with you.
- Provide services.
- Comply with a legal obligation.

We may share personal information with third parties where it is necessary to administer the working relationship, where it is required by law, or where we have another legitimate interest in doing so. For example, third parties, including third-party service providers, could include IT support services and accountants. All our third-party service providers are required to take appropriate security measures to protect your personal information and we do not allow them to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Under the UK General Data Protection Regulation (UK 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 info@thefore.org
- b) We have a contractual obligation
- c) We have a legal obligation
- d) We have a vital interest
- e) We need it to perform a public task
- f) We have a legitimate interest

How we store your personal information

Your information is stored securely and we limit access to your personal information to employees and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider:

- the amount, nature and sensitivity of the personal data;
- the potential risk of harm from unauthorised use or disclosure of your personal data;
- the purposes for which we process your personal data and whether we can achieve those purposes through other means;
- the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

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 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 info@thefore.org 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 at info@thefore.org.

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>