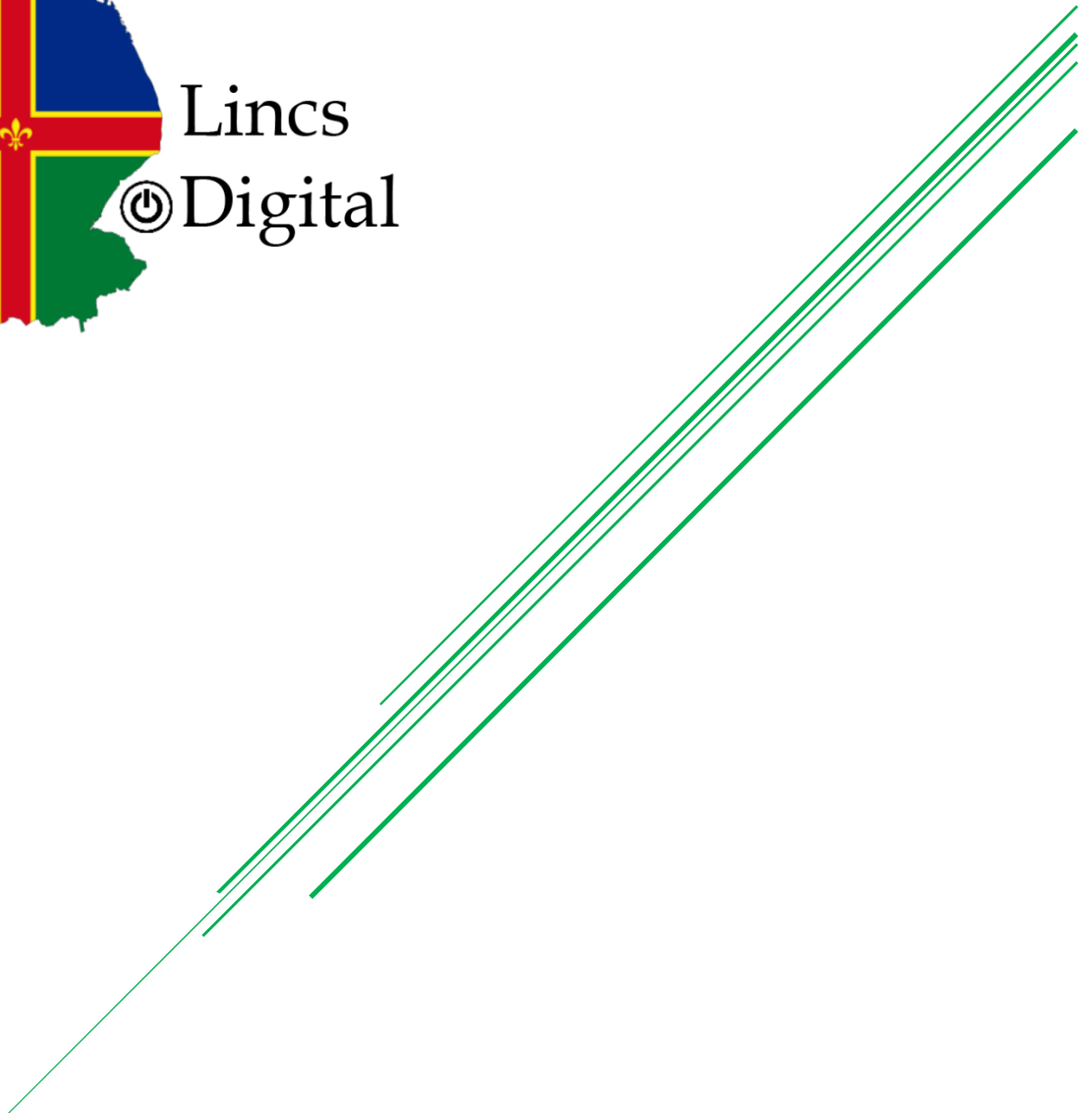


# LINCS DIGITAL

Privacy Notice



Lincs Digital Registered Charity No: 1183424

# **Privacy Notice for Lincs Digital**

## **1. Who we are**

Lincs Digital is a Registered Charity whose activity is driven and shaped by the people it supports. Our mission is to make a positive difference to the lives of Lincolnshire people which involves giving people skills, resources, connections and confidence to help them deliver a better future for themselves.

We work with vulnerable individuals, volunteers, voluntary and community groups, strategic partners and funders to help improve the quality of life experienced by people living in Lincolnshire's rural communities with an emphasis on Digital technology and online services.

Our service users and beneficiaries are varied but have a few things in common. They are usually based in rural areas, and therefore face a range of challenges connected to rural living. These include, but aren't limited to, social isolation and loneliness, high levels of deprivation, fuel and food poverty, and lack of access to affordable housing, higher education and employment opportunities. We provide advice and support to these groups, either directly or through voluntary and community groups that help rural communities to address issues of importance within their communities. Our approach is one of empowerment and resilience and we always work to leave a long lasting legacy after our direct support has ended.

## **2. Purpose of this Privacy Notice**

This Privacy Notice explains how Lincs Digital collects, holds and uses personal data about you (the data subject) to comply with the General Data Protection Regulations (GDPR) from 25 May 2018. Personal data means any information from which an individual can be identified and includes data held either electronically on a computer system or in paper format.

For legal purposes, The Resource Manager of Lincs Digital is known as the Data Controller as we decide the purposes and the means by which the personal data we hold is processed. As the Data Controller, we must process data fairly and lawfully.

## **3. Why we hold data**

The lawful basis for Lincs Digital to process personal data is based on legitimate interest. GDPR defines legitimate interest as where "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests of fundamental rights and freedoms of the data

subject which require protection of personal data, in particular, where the data subject is a child".

The purposes for Lincs Digital processing personal data are:

- To ensure information about relevant subjects are relayed via our newsletters
- To enable staff to make contact to discuss relevant projects in detail
- To provide appropriate information to assist people in project areas pertaining to our work
- To enable any funder requirements to be met
- To enable us to monitor our practices, operations, successes, benefits and impact

#### **4. Projects:**

##### **T.E.D**

For the T.E.D. Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

##### **Good Things Foundation**

For the G.T.F Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

##### **MOVE Project**

For the Move Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

##### **Lincolnshire Community Foundation**

For the LCF Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

## **Magna Vitae**

For the Magna Vitae Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

## **Carers First**

For the Carers First Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

## **National Lottery Community Fund**

For the N.L.C.F Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

## **Prince's Countryside Fund**

For the P.C.F Programme aspect of our work we hold the following data, Name of the individual, Address, Telephone Number and Email. This data will only be used to contact you in conjunction with any work that is relative to this subject using the contact details that have been supplied to Lincs Digital by the individual.

## **5. Where we obtain your personal data from and how we use it**

Personal data is received from yourself and any data received from a third party will not be acted upon without your consent.

The Data Controller responsible for determining the purposes and means of processing personal data is the Resource Manager at Lincs Digital.

The Data Processors responsible for processing personal data on behalf of the controller are staff and volunteers of Lincs Digital.

Your personal data will be used for purposes shown in section 4 of this Privacy Notice but otherwise will be treated confidentially and will only be shared with others with your consent, unless legally obliged to do so.

## **6. The measures in place to keep your personal data secure**

Personal data is stored on a secure password protected IT system which is only accessed by duly authorised personnel. The quantity of hard copy documents is kept to a minimum and is stored safely and securely. Aligned Privacy Notices are in place with the IT system provider and data hosting companies.

## **7. Your right to be informed**

This Privacy Notice informs you about how Lincs Digital will provide fair processing of your personal information and transparency in its use of your personal information.

## **8. Your right to access your personal information**

Any individual has the right to access their personal information in a written or e-mail request to the Resource Manager of Lincs Digital taking into account legitimate interest purposes shown in section 4 of this Privacy Notice.

## **9. Your right to rectification and keeping your information accurate and up-to-date**

Any individual has the right to rectify and keep their personal information accurate and up-to-date in a written or e-mail request to the Resource Manager of Lincs Digital taking into account legitimate interest purposes shown in section 4 of this Privacy Notice.

## **10. Your right to erase your personal information**

Any individual has the right to erase their personal information in a written or e-mail request to the Resource Manager of Lincs Digital taking into account legitimate interest purposes shown in section 4 of this Privacy Notice.

## **11. Your right to restrict processing of your personal information**

Any individual has the right to restrict processing of their personal information in a written or e-mail request to the Resource Manager of Lincs Digital taking into account legitimate interest purposes shown in section 4 of this Privacy Notice.

## **12. Your right to data portability**

Any individual has the right to data portability which allows individuals to obtain and reuse their personal data for their own purposes through a written or e-mail request to the Resource Manager of Lincs Digital.

## **13. Your right to object and grounds for retention of data**

Any individual has the right to object to the processing of their personal data in a written or e-mail request to the Resource Manager of Lincs Digital. However, your personal data can be retained by Lincs Digital if there is compelling legitimate grounds or interests which

override the interests, rights and freedoms of the individual or the processing is for the establishment, exercise or defence of legal claims.

Your personal data will normally be deleted promptly upon receipt of a written or e-mail request for us to do so or after the expiry date of the relevant legitimate interest purpose shown in section 4 of this Privacy Notice.

#### **14. Questions and queries about this Privacy Notice**

If you have any questions or queries about this Privacy Notice, please contact the Resource Manager of Lincs Digital in writing or by e-mail: [contact@lincsdigital.org.uk](mailto:contact@lincsdigital.org.uk)

#### **15. The Information Commissioner's Office**

If you believe that we are processing your personal data in any way that is inconsistent with the law or are not satisfied with responses to any query you raise with us, you may contact the Information Commissioner's Office (ICO) telephone helpline on 0303 1231113 or via the ICO website at <https://ico.org.uk/>

May 2020



## Certificate

Organisation Name:

Lincs Digital

Reference number:

ZA781590

Tier:

Tier 1

Start date:

16 October 2020

End date:

15 October 2021

### Data Protection Officer

**Title:** Mrs

**Name:** Ann Avison

**Email address:** [projectmanager@lincsdigital.org.uk](mailto:projectmanager@lincsdigital.org.uk)

**Telephone number:** 07833151469

**Publish Name:** No

**Publish Contact Details:** Yes