



## Baobab Women's Project C.I.C. Online Privacy Policy

**This privacy policy sets out how Baobab Women's Project uses and protects any information that you give Baobab Women's Project via this website, by email, by phone, post or in person.**

Baobab Women's project is a community organisation that give confidential advice and assistance to women on immigration, health, financial and housing issues. As well as information on other projects and services, colleges and support groups. In addition it is an organisation that raises awareness of the different forms of exploitation and discrimination affecting refugee and migrant women and support them to find a positive ways to live life.

To fulfil its work in support of its mission and aims, the Organisation may collect, store and process personal data about our members, contacts, members of staff, directors, steering group, advisors, and other third parties, and we are committed to handling personal data in accordance with data protection law. You can be assured that we will only request and retain personal information if we have a lawful basis to do so, as outlined by the General Data Protection Regulation (GDPR) (EU 2016/679) 2018, and by the Data Protection Act 1998.

The Organisation is the 'data controller' of the personal data provided to and stored and processed by us.

The Organisation may change this policy occasionally by updating this page. You should check this periodically to ensure that you are up to date with our latest version. You are also welcome to request copy of the policy at any time. This policy is effective from October 2018.

### **What do we collect?**

Personal information is any information that can be used to identify you.

During the course of our activities we collect, store and process personal data about our members, contacts, members of staff, directors, steering group, advisors, and other third parties.

### **We may collect the following information**

- Name
- Contact information including email address, postal address and phone number
- Records of events you've attended
- Any other information that you choose to send us, or that we request, providing there is lawful basis to do so.

**If you are a member of staff, trainee, event participant or working, volunteering, for the Organisation, we may also need to collect the following information from you:**

- Emergency contact details
- Other information to support our relationship with you, such as health details.
- Identification documents
- We do not collect sensitive personal data in the process of our operations.

## **Why do we collect personal data?**

We require this information to enable us to deliver our services as an organisation. In particular we will use this information to:

- Invite you to attend events or send you information that we feel would be relevant to your interests
- Where relevant make payments to you or your organisation
- Analyse and improve the services offered on our website
- Keep you updated on our work

## **How do we process your data?**

We will process your data in accordance with the principles of the GDPR (2018) and Data Protection Act (1998). Our legal basis for holding your information is normally legitimate interest or necessary for a contract. We categorise data on the basis of organisations we work with (their geography, sector specific focus, amounts given out). We do not categorise according to personal data at any time.

## **Security**

We are committed to ensuring that your information is secure.

Information is stored on our password-protected cloud-based electronic systems, including on our cloud-based database; newsletter mailing host (MailChimp); event-bookings site. The cloud-based server for our internal cloud-based electronic systems is based within the United Kingdom.

We also take appropriate steps to protect files containing personal information in line with our IT Security Policy, including taking due care when working within and out of the Organisation's office.

## **How long do we keep your data?**

We only hold your data as long as is necessary for the purpose for which it was given to us and for delivering an efficient and effective service. For specific categories and retention periods please see our specific Privacy Notices; or more details can be provided on request.

## **Your rights**

**You can contact us at any time about your data.**

Please contact Data Protection Lead: Sarah Taal [sarah@baobabwomen.co.uk](mailto:sarah@baobabwomen.co.uk) or on 0791248336

You have the right to withdraw consent to processing at any time, in instances where the lawful basis of processing is consent (for example for our e-newsletter, or other instances where we have requested specific consent).

You have the right to request access to the personal data we hold on you.

You have the right to request that we delete your personal data from the Organisation's records ("the right to be forgotten") and we will honour any such request providing there we are not under any legal requirement to retain it. If this is the case, we may be required to retain your data until we are not legally bound to do so. At the end of this required period, we will delete your data.

We will notify you if there is ever a breach of confidentiality on your personal data which is likely to result in high risk to your rights and freedoms.

For any concerns you have about our use of data, please contact: Data Protection Lead on [sarah@baobabwomen.co.uk](mailto:sarah@baobabwomen.co.uk) or on 0791248336.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Last review November 2024  
Next review November 2025