

TripleC

Privacy Notice

1. Scope

This Privacy Notice explains how we use any personal information we collect about you in line with UK data protection laws. For the purposes of this Policy, references to “we”, “us” and “our” means TripleC.

TripleC is a disabled-led Community Interest Company. We need to collect, use, and disclose information to provide our range of services. We are committed to the protection of personal information and maintaining organisational and technical procedures to safeguard the privacy and confidentiality of all information provided to us. We hold and process a wide range of information, some which relates to individuals who we recruit to our programmes. This Privacy Notice explains the type of information we process, why we are processing it and how that processing may affect you.

2. Personal Data: what do we hold and why we process it?

We will actively collect personal information from you where it is fair, reasonable and practical to do in order to provide our products and services. We process data for the purposes of our business including for programme delivery, marketing, management, administrative and legal purposes.

a. Personal Information. Generally, the type of personal information we collect about you is the information needed to facilitate the programme. For example, we may collect details such as your name, address, telephone number, email address, passport details, emergency contact and other details relevant to your arrangements with us. When you contact us for other purposes, we may also collect personal information about you in relation to those purposes.

b. Sensitive Information. In some circumstances, we may ask you for personal information that is considered sensitive under UK data protection law. Sensitive data may include your nationality, dietary, access requirements or physical and mental health. For example, if your programme involves strenuous activity, you will provide a health declaration on current medications, allergies and past medical history. This essential information will allow us to complete a detailed medical risk assessment and prepare for any medical condition that may require additional medical support or reasonable adjustment and/or affect someone’s ability to complete the programme safely.

3. Received Data: Where the data comes from and who gets to see it?

Some personal data that we process about you comes from you directly. For example, if you applied for one of our programmes and completed an application form. Or if we pay you directly into a bank account, you tell us your contact and banking details. Other personal data about you may be generated in the course of your work, for example from other contractors or from our employees. Your personal information may be seen internally by the relevant members of staff. We may also pass your data outside the organisation, for example to funders and delivery partners. If you do not provide us with your personal information, or if you revoke the consent that you have given under this Policy, this may affect our ability to provide our services to you or feature in our materials.

Our site and online application forms uses cookies, which are small text files that store non-personally identifiable information about you, either temporarily in connection with your

Internet Protocol (IP) address (known as a temporary or session cookie and deleted once you close your browser window) or more permanently on the hard drive of your computer (known as a permanent or persistent cookie). If you elect not to receive cookies, you may be able to view some, but not all, of the content on this Site.

You may choose to anonymously provide your diversity information. This data will help us see who we are reaching with our programmes. You will not be asked for your name and your answers will not be used to decide if you get a place.

3. Storage: How long do we keep personal data?

We will actively collect personal information from you where it is fair, reasonable, and practical to do in order to provide you with our products and services. We do not keep your personal data for any specific period but will not keep it for longer than is necessary for our purposes. In general, we will keep your personal data for the duration of your engagement and for a period afterwards.

4. Transferring: Transfers of personal data outside the EEA

We may transfer your personal data outside the EEA to members of our group and processors in the US or, on rarer occasions, other jurisdictions in which we are established.

5. Your Undertakings

For the purposes of these conditions:

a. Representatives in relation to any party includes any agents, directors, members, officers, employees, and legal, accounting, financial or other advisers of the relevant party.

b. Restricted Material means any information or documentation relating to TripleC or the programme which is disclosed to you or to any of your Representatives by TripleC or by any of its Representatives or is derived by you or any of your Representatives from any information or material so disclosed.

In consideration of the disclosure of Restricted Material by TripleC or by any of its Representatives, you undertake that:

5.1 The Restricted Material will be used solely for the Purpose and you shall not, without TripleC prior written consent, make any use (whether for the benefit of you or any third party) of any Restricted Material otherwise than for the Purpose and shall not disclose or divulge any Restricted Material in any way to any other person and shall procure that the same is at all times kept confidential and secret.

5.2 Without TripleC prior written consent you shall not make a public statement concerning the Restricted Material nor disclose to any person the fact that the Restricted Material has been disclosed or that discussions and negotiations are taking place or have taken place relating to the programme or any details of such discussions.

5.3 You will not without the prior written permission of TripleC make copies of, record, disseminate in any way or part with possession of any of the Restricted Material.

5.4 The Restricted Information will only be disclosed to you and/or your authorised Representatives in accordance with Clause 3.1 below and your representatives shall procure that no act is done which if done by you would be a breach of the provisions of this notice and shall inform each of your Representatives to whom any Restricted Material has been disclosed of the provisions of this notice.

5.5 You will keep the Restricted Material in proper and secure storage.

5.6 The Restricted Material is and at all times remains the sole and exclusive property of TripleC. Neither this notice nor any disclosure grants any right or licence to any intellectual property rights owned and controlled by TripleC.

6. Data Rights: You have a right to make a subject access request to receive information about the data that we process about you. Please contact your TripleC contact to make a request.

7. Contact Details

In processing your personal data, we act as data controller. Our contact details are as follows:

triplecmanchester@gmail.com

TripleC

24 Arnfield Road,

Manchester,

M20 4AX

8. Status of this notice:

This notice does not form part of a contract and does not create contractual rights or obligations. It may be amended by us at any time.