

## Rights Community Action Privacy Notice

Rights Community Action (“RCA”, “we”, “our”, “us”) is committed to keeping your personal information safe and meeting our responsibilities under privacy law. Given that this is information that can be used to identify you, we want you to be confident that we are using it responsibly.

This Privacy Notice gives you detailed information on why and when we collect your personal information when you use our website: <https://www.rightscommunityaction.co.uk> and take part in services and projects that we run in your local community or more broadly, how we use your personal information, how we keep it secure, and how you can let us know if you would like us to change how we manage it.

1. [Who we are](#)
2. [What personal information we may hold about you](#)
3. [Where we obtain your personal information](#)
4. [How we use your data](#)
5. [Our lawful bases](#)
6. [Retaining your personal information](#)
7. [How we share your personal information](#)
8. [International data transfers](#)
9. [How we keep your personal information safe](#)
10. [Your rights](#)
11. [Other websites](#)
12. [Cookies](#)
13. [Updates to this Notice](#)
14. [Contact us](#)

### 1. Who we are

RCA is a collaboration of community organisers, lawyers, planners, artists, writers and scientists, united by a shared commitment to tackle the Climate Emergency: our projects inspire local creativity and action to show what communities want their future to look like, and our experts work with communities to change the rules and laws. RCA is a registered company with company number 12132847.

If you have questions regarding your personal information or its use, please contact us using the details set out in the ‘Contact us’ section below.

### 2. What personal information we may hold about you

Personal information is any information that relates to an individual. It does not include information where the identity of the individual has been fully and effectively removed (anonymous data).

We collect the following personal information about you:

- Identification information, such as your name;
- Contact information, such as your email address, telephone number and home address;
- Biographical information, such as the information that you provide to us when you interact with us via our website or through our local co-ordinators in your community, about your story, interests and concerns;
- Photographs and videos of you.

If you contact us, for example to provide your feedback, we may keep a record of that feedback and correspondence, as well as your name and contact details.

When you access our websites, we also collect information about your computer, including, where available, your IP address, operating system, and browser type. We do this for system administration purposes, including to analyse trends and gather broad demographic information for aggregate use so that we can improve the site, and deliver customized, personalized content.

#### Sensitive Personal information

Under data protection legislation, certain personal information is considered more 'sensitive' (e.g., information relating to race, religion, political affiliation and health). This is also known as 'special category data'. We do not typically collect special category data.

### **3. Where we obtain your personal information**

We collect and retain personal information about you that you have given us in different ways, for example where you:

- Use our website;
- Subscribe to our mailing lists;
- Participate in any of our projects (including e.g. the WeAreHere project);
- Engage with us via social media platforms;
- Attend an RCA workshop, meeting or event;
- Engage with our local co-ordinators in your community;
- Contact us via email, phone, in person or by post.

We may collect personal information about you from third parties, including:

- where you have told a third party you are happy to share your data; or
- from publicly available and privately subscribed sources as part of our fundraising process. This may include obtaining information from individuals working on our behalf such as our Board and from organisations that represent business development opportunities for potential partners.

### **4. How we use your personal information**

We may use your personal information for the following purposes:

- Contact you with important information relating to an event that you've signed up for;
- Enable you to make use of our services and/or to participate in our projects;
- Invite you to work with us where you have expressed an interest in our work;
- Send you updates and information about RCA and our events, or other services that we think might be of interest to you;
- Keep you updated about a particular project that you have chosen to be a part of or have expressed an interest in;
- Contact you regarding fundraising events;
- Learn from your experience and feedback to develop our work;
- Post on social media (including images/video) to promote our work and further our aims and values;
- Allow us to carry out our work, including by anonymising information that you have provided to us and using that anonymised information to contribute to local plans and similar work;

- Keep our database accurate, relevant and up to date.

We will not sell your information to third parties.

## **5. Our lawful bases**

We will only use personal information when the law allows us to (i.e., where we have a 'lawful basis'). Most commonly, we will use your personal information in the following circumstances:

- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, we have a legitimate interest in providing our services to you;
- Where it is necessary for the performance of a contract with you;
- Where it is necessary to comply with a legal obligation on us (for example, reporting to HM Revenue and Customs or Companies House).

In some circumstances, we may ask for your consent to use your personal information for a specific purpose. In particular, we may obtain your consent before we send you any email marketing, newsletters or other communications about topics and events which we think might interest you. We may also obtain your consent before we upload your information (including images and videos of you or your story more broadly) on to social media or in other public places.

You may unsubscribe from our email communications by following the instructions in any email that we send you, or you can withdraw your consent and request us to remove your personal information at any time by emailing us at [contact@rightscommunityaction.co.uk](mailto:contact@rightscommunityaction.co.uk).

We do not carry out any automated decision-making using personal information which produces legal effects or otherwise significantly affects individuals.

## **6. Retaining your personal information**

We will not keep personal information for longer than necessary, and the appropriate retention period will vary according to the intended purpose for which we collected the personal information.

The criteria we use to determine the retention period of personal information are: (i) the respective statutory retention period; (ii) our contractual and/or business relationships with you; (iii) (potential) disputes; and (iv) any guidelines issued by relevant regulators. After expiration of that period, the relevant information is routinely deleted, as long as it is no longer necessary for the fulfillment of a contract, the initiation of a contract or to protect or defend our position or that of a third party. If you have any questions about our retention periods, please contact us at [contact@rightscommunityaction.co.uk](mailto:contact@rightscommunityaction.co.uk).

## **7. How we share your personal information**

We may share your personal information with third parties, including the following:

- with contractors, suppliers, or other third parties that provide services on our behalf (such as website host providers);
- as part of a sale, merger or acquisition, or other transfer of all or part of our assets including as part of a bankruptcy proceeding;

- pursuant to a subpoena, court order, or other legal process or as otherwise required or requested by law, regulation, or government authority programs, or to protect our rights or the rights or safety of third parties;
- with our professional advisors, lawyers, accountants and auditors; or
- with your consent or as otherwise disclosed at the time of data collection or sharing.

## **8. International data transfers**

We do not currently transfer personal information we hold to a country outside the UK. If we do so, we will take steps to ensure that your personal information is protected in accordance with appropriate safeguards, especially where the recipient country is not considered to be adequate under UK law. In particular, we will rely on the appropriate safeguards under data protection legislation, such as standard contractual clauses approved by the UK Government to protect your personal information.

## **9. How we keep your personal information safe**

To protect your privacy we will make sure your personal information is kept securely and disclosed only to relevant organisations or representatives who need to access it to perform their roles. While we seek to use appropriate organisational, technical and administrative measures to protect personal information within our organisation, unfortunately no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us in accordance with the “Contact us” section below.

## **10. Your rights**

Under certain privacy laws, you have rights relating to your personal information. You may have a right to the following:

- to request access to the personal information we hold about you;
- to request that we rectify or erase your personal information;
- to request that we restrict the processing of your personal information;
- to object to our processing of your personal information in certain circumstances;
- under certain circumstances, to ask us to port personal information about you that you have provided to us to you or to a third party; and
- where we previously obtained your consent, to withdraw consent to processing your personal information.

To exercise these rights, contact us via the “Contact us” section below. Please be aware that we may be unable to provide these rights to you under certain circumstances, for example if we are legally prevented from doing so or can rely on exemptions.

Additionally, you have the right to lodge a complaint against us, which you can do by contacting the supervisory authority in your country of residence. In the UK, this is the Information Commissioner's Office at [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint) .

## **11. Other websites**

Our websites contain links to other websites. Please note that when you click on one of these links, you are entering another website for which we have no responsibility (even if you access the website via a link to one of our websites). We encourage you to read the privacy notices on all such websites.

## **12. Cookies**

Our websites use cookies to enhance your experience while using those sites. Cookies are pieces of information that some websites transfer to the computer or device that is browsing that website and are used for record-keeping purposes at many websites. For further details about our use of cookies, please visit our Cookie Notice.

## **13. Updates**

This Notice may change from time to time – for example, to take into account changes at RCA or to reflect changes in regulation or legislation. It was last updated on 14 December 2023.

Updates to this Notice will be posted on this page – please check back from time to time. We will also use reasonable efforts to inform you of any significant changes by email where appropriate.

## **14. Contact us**

If you have any questions or concerns about this Privacy Notice or the way in which we handle your personal information, please email us at [contact@rightscommunityaction.co.uk](mailto:contact@rightscommunityaction.co.uk).

You can also contact us at the following address:

Rights: Community: Action  
Nant Gwilym Ucha Tremeirchion Road  
Bodfari  
Denbigh  
LL16 4EL