



Hammersmith and Fulham Coalition against Cuts privacy policy

New rules about **data protection** came into effect in May 2018.

Data protection This means looking information and keeping it safe

Hammersmith and Fulham Coalition against Cuts_(HAFACAC) have to say what information we keep, why we keep it and how long we keep it.

This policy contains important information on how we store and use your **personal information**. It explains your rights about your **personal information** and what to do if you have a complaint.

Personal information This is any information that may be used to identify you, such as your name, telephone number, postal and email addresses.

By giving your information to HAFACAC, you are accepting this privacy policy and give us permission to collect, store and process your information.

How do we collect your information?

We collect information about you when you:

- Become a member of HAFACAC
- contact us about an event
- attend one of our events;
- campaign with us
- contact us about campaigns
- use our website

Information we keep

We keep details of:

- Name and contact details: Your name, address, phone number and email address. This is so we can contact you and send you information.
- Your **access needs**: We keep this information so that we can communicate with you in the best way for you. We also know what support you will need if you come to an event or campaign we organise.

Access needs This is any support you need to be able to take part.

How we keep your information on the computer:

We keep your name, contact details and access needs securely on our database. This is protected by a password.

HAFAC staff who can see your information have to keep to rules about how they look at it. HAFAC insists that they must keep all of your information **confidential**.

Confidential This means not telling anyone else about it.

We may use companies to provide services on our behalf. We currently use Dropbox to store our data. We make sure that they treat your information as carefully as we would.

Information on paper

If we need to keep paper information we keep it in locked filing cabinets. When the information no longer needed or out of date we destroy the papers by shredding.

Cookies and our Website



A cookie is a small file which is placed on your computer by a site when you visit it.

Cookies allow websites to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

You can refuse cookies on our website, but this may prevent you from using parts of our site.

We embed videos on our site using Youtube, which sets cookies on your computer once you click on the video player. To find out more about Youtube's cookies please see their privacy policy.

If you wish to restrict or block the cookies which we set, you can do this through your browser settings.

Sharing your information

If we need to share your information, we will ask for your **consent**.

Consent This is you saying you are happy for us to do something.

This will include asking what specific information you will allow us to share, who you agree that this should be shared with, and why it should be shared.

Disposing of information we don't need:

Some information will go out of date. Some information we just don't need any more. And sometimes people ask us to get rid of any information we hold about them.

We will shred any information on paper if we don't need it.



For information in electronic format (for example emails, scanned copies of documents) we will delete it from our computers, including from the recycle bin on the computer and from back-up drives.

Asking us for the information we hold about you:

You have the right to see what information we hold about you.

You can write to us to ask for the information. We might need to ask to see some identification to make sure we aren't giving it to the wrong person, especially if we don't know you well.

How to contact us

You can contact us using the details below if you:

- Would like to access your information
- Would like us to change the way we contact you
- Have any questions about how your data is processed
- Have any questions about this privacy notice or the information we hold about you

Write to:

Peter Gay, HAFCAC, Dawes Road Hub, 20 Dawes Road, Fulham, London SW6 7EN

Email info@hafcac.org.uk

Telephone and SMS: 07421 768581

Changes to this Policy

We may make changes to this Privacy Policy. If we make any changes we will make this clear on our website or by contacting you directly.

Last updated: 25th October 2018