



Get Technology Together

Privacy Notice

This is the privacy notice of Get Technology Together C.I.C. (known as GTT)

GTT respects your privacy and is committed to protecting your personal data, this notice will inform you how we collect, use and store your personal data, it will also tell you how the law protects your rights.

About Us:

GTT is a Community Interest Company which provides a range of services which involve the use of technology.

Purpose of this Privacy Notice:

This privacy notice is aimed to give you information on how we collect and process your personal data, this includes information collected via our web site, registration forms, photographs/video taken during GTT and other events.

Get Technology Together C.I.C. is the Data Controller and is responsible for your personal data, we are also collectively referred to as, GTT, “we”, “us” or “our” within this notice.

We have appointed a Data Protection Officer who is responsible for overseeing any issues relating to this privacy notice and also able to respond to any of your “Subject Access Requests” as is your legal right.

The contact details are:

- Company Name: Get Technology Together C.I.C.
- Postal Address: New Wortley Community Centre, 40 Tong Road, Leeds LS12 1LZ
- DPO: Mr Stephen Thompson
- Email: dpo@gtt.org.uk

About the Data we collect from you:

We collect personal data which is information which identifies you, we also collect “sensitive” data when applicable. We may transfer some personal data to other organisations, but this is summary data and is completely anonymous.

The data we collect is:

- Identity information: first names, family name, marital status, title, age range (not Date of Birth) and gender
- Contact information: Home address, landline phone & Mobile number, email address
- Permissions: We collect information which indicates your permissions for us to use your photographic or video images and also your marketing and contact preferences



- Profiling information: Race, Ethnicity, Housing Status, Disability, Employment Status, Qualifications, Criminal convictions and offences, Lone Parent, Refugees/asylum seeker status, First Language
- We do not collect any financial data

Sensitive Data Categories:

We do not collect any Special Categories of Personal Data about your religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do however collect any information about criminal convictions and offences during our volunteer recruitment process and the during any application to the Disclosure and Barring Service (DBS). We do collect information on race and ethnicity.

How we collect your personal data:

We use different methods to collect your personal data:

- Paper forms
- Word documents via email
- Online forms via our web site

How we use your personal data:

We only use your personal data as the law allows us to and we will use it to:

- Enable us to provide a contract which we have entered into with you
- Where it is necessary for our legitimate interests, e.g. to provide a service to you

Purpose	Type of Data	Lawful basis
Register you as a volunteer or Service User	Identity, contact details, Profiling information	Legitimate interest: for us to provide a service or manage our relationship with you
Register you as an employee of the company (including Director)	Identity, contact details Profiling information	Legal: required to register employees and Directors
Use of images for publicity purposes	Identity, contact details	Consent: for you to give us permission to use your images, (with or without your name mentioned)
To Inform you of the services which we provide	Identity, contact details	Consent: for you to give us permission to sent you marketing information, either by mail or in electronic form
To inform you of our services and session times, including changes	Contact details	Consent: for you to give us permission to contact you with information about session, course times and any changes to established



		sessions
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Sharing of your Personal Data:

We do not share your personal information with anyone outside GTT and its partners unless required by law. We may transfer some personal data to partner organisations for the purpose of monitoring project performance, these are typically grant funders.

Data Security:

We have measures in place to ensure your personal data is not accidentally lost or accessed by unauthorised persons, this also includes limiting accessing to your data by volunteers and employees of GTT to only those who have a legitimate need for it.

We have measures in place to investigate any suspected or actual breach of your personal data. We will notify the regulator (the ICO) and you if any breach does in fact occur.

Data Retention:

We only keep personal records for as long as they are relevant for the purpose they were collected for in the first place. In determining the retention periods, we take into account the reason why it was first collected.

Your Rights:

You have certain rights under GDPR, these are:

- Access your personal data
- Request correction of any inaccurate information
- Request the deletion of your personal data
- Object to the processing of your personal data
- Request restriction to the processing of your personal data
- Request transfer of your personal data
- The right to withdraw your consent

If you wish to exercise any of these rights, please contact us at the registered address

The right to access your personal data:

This is known as a “Subject Access Request” (SAR)

SAR Process:

- You need to contact us to obtain a SAR form from dpo@gtt.org.uk
- Complete the form as fully as possible
- Submit the form to dpo@gtt.org.uk
- We will respond within 1 month with all the information which we hold (however, if the request is particularly complex, it may take longer and we will inform you if this is the case)
- We will not charge you a fee for this (however, if the request is particularly complex, we have the right to request a fee)



- We have the right to refuse your request, if it is clearly repetitive or excessive

The Information Regulator:

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>