

Groundwork Northern Ireland



Privacy Notice

How we use your information

Groundwork Northern Ireland (GWNI) is committed to maintaining high standards of privacy and data protection for our stakeholders and those we work with. This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

Who we are

Groundwork Northern Ireland is a charity and company limited by guarantee based at 63-75 Duncairn Gardens, Belfast, BT15 2GB.

GWNI is registered with the Information Commissioner's Office

Registration Number: Z9691534

Information we collect from you

- Business contact information such as your full name, email address, job title and the organisations that you are associated with.
- Records of your registration and attendance at our community gardens, events, such as conferences, seminars, training sessions and formal meetings that we organise or host.
- Records of attendance on our programmes.
- Records of your contact and activities with us, including emails, notes from phone calls and face-to-face meetings.
- Information supporting applications for funding
- Photographs, video and/or sound recordings of events and training sessions for use in printed and electronic media, for promotional and archival purposes.
- If you apply for a job or to work as an associate with GWNI we collect your personal contact details and employment history, as well as equality monitoring information and unspent criminal convictions (where applicable) in completing job applications and pre-employment checks
- If you apply for Board membership with GWNI we collect your personal contact details and employment history, as well as equality monitoring information and Access NI checks

- If you apply to volunteer to volunteer with GWNI we collect your personal contact details and employment history, as well as equality monitoring information and Access NI checks

How we collect your personal data:

- When you register to attend an event such as a conference or training session
- When you contact us to book a room at our facilities
- When you make a booking at our community gardens
- When you contact us for advice or support
- When you attend an event either in or outside our building
- When you complete one of our surveys
- When you apply for a job with us
- When you apply to be a Board member
- When you apply for an associate's position
- When you complete and application for funding
- When you sign up as a participant on any of our programmes

We use your personal information to:

- Manage registration and attendance at our community gardens, training and events, and to evaluate feedback afterwards
- Maintain records of services, advice or support that our staff have provided to you
- Provide information to accredited training awarding bodies such as OCN; GWNI is an approved training centre for the OCN awarding body
- Provide information to our funders

Sharing your personal data

We may employ third party companies and individuals to facilitate our own service provision, to provide a service on our behalf, to perform related services or to assist us in analysing how our service is used

These third parties may have access to your personal information only to perform these tasks on our behalf and must comply with GWNI's Data Protection Policy.

We may share personal data with other people or organisations where we have obtained your consent.

We use the following lawful bases to process personal data:

- Where you have given consent for us to do so
- Where it is in our legitimate interests and this is not overridden by your rights and freedoms

- Where it is necessary to meet our legal obligation.
- Where it is necessary for us to fulfil a contract, or pre-contractual obligations
- Where we are protecting someone's vital interests.
- Where we are fulfilling a public task or acting under official authority.

Completing customer satisfaction surveys

GWNI uses a third party, Survey Monkey, as a tool to gather feedback from users about their experience of GWNI, or for analytical purposes. We will only use the information gathered for the purposes that it is requested and will use the information only in ways that will not identify anyone.

Attending a GWNI event

Individuals' names and company names may be shared as part of a delegate list for networking purposes, contact details will only be shared with the consent of the individual concerned.

Delegate lists used by us for communication before and during events for planning and reminder purposes, may be used to contact delegates about future events that may be of interest to them. Consent will be sought where appropriate.

Photographs may be taken at events that can be used for post event communications, in reports to our funders and may be used on promotional materials. Event attendees will be made aware of this and can advise GWNI if they do not wish to be visible in any photograph. Individual photographs where names are attributed will only be used with consent.

Your rights

Under the General Data Protection Regulations, you have rights as an individual which you can exercise in relation to the information that we hold about you.

GWNI tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a Subject Access Request. If we do hold information about you that you are entitled to, we will engage with you and endeavour to:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the relevant information in an intelligible form
- remove your data, on request, if this would not prevent the administration of a service we are contracted to deliver

To make a request for any personal information we may hold you need to email info@groundworkni.co.uk.

Your rights under data protection laws

The General Data Protection Regulation provides the following rights to you:

- **The right to be informed** about the processing of your personal information
- **The right to have your personal information corrected** if it is inaccurate and to have incomplete personal information completed
- **The right to object** to processing of your personal information
- **The right to restrict processing** of your personal information
- **The right to have your personal information erased** (the “right to be forgotten”)
- **The right to request access** to your personal information and to obtain information about how we process it
- **The right to move, copy or transfer** your personal information (“data portability”)
- **Rights in relation to automated decision-making** which has a legal effect or otherwise significantly affects you

GWNI endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of GWNI’s collection and use of personal information. However, we are happy to provide any additional information or explanation needed. If you want to make a complaint about the way we have processed your personal information, or if you have a query or any concerns, you can email info@groundworkni.co.uk.

Please note that the exercise of your rights is dependent on the lawful basis that has been used for each processing activity. You also have the right to lodge a complaint with the Information Commissioner’s Office, which enforces data protection laws: <https://ico.org.uk/concerns>

When you email us

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with our policies. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law. Emails may be shared within GWNI to ensure that a query is addressed to, and resolved by, the correct Department.

When you contact us via social media

GWNI uses a variety of social media outlets to engage with stakeholders. We cannot guarantee that information shared through these media will be private, for example, if you share your contact details in an unsecure and public space then these may be viewed by parties other than GWNI. Please do not share personal information in a public forum.

If you send us a private or direct message via social media the message will be stored but will not be shared with any other organisations.

When you visit our office: CCTV

GWNI has four CCTV cameras installed that video record at four points covering the entrance to the office. These are for security purposes only, allowing for the premises to be monitored and acting as a deterrent to any potential criminal activity. The CCTV is stored in a secure room. Recordings are retained for one month, long enough for any incident to come to light and the incident to be investigated, after which they are automatically erased. Except for law enforcement bodies, images will not be provided to third parties.

Job Applicants

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements, if necessary. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

We ask you for your personal details including name and contact details. We will also ask you about your previous employment and experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We might ask you to attend an interview. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by GWNI.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be held on a reserve list. If you say yes, we will proactively contact you should any further suitable vacancies arise.

If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. You will therefore be required to provide:

- Proof of your identity
- Proof of your qualifications
- Access NI check

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point, and information generated throughout the assessment process will be retained by us for 12 months.

Equal opportunities information is retained for three years whether you are successful or not. These timeframes are in line with the Fair Employment and Treatment (NI) Order 1998.

How to contact us

To request information about our privacy policy please email info@groundworkni.co.uk.