

Community Bike Kitchen CiC Privacy Policy

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Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Address
- Email
- Telephone
- Employee bank details

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To add customers to an e-newsletter
- To contact customers about products and services
- For staff, to pay your salary

We DO NOT receive personal information indirectly

We use the information that you have given us in order to:

- To add customers to an e-newsletter
- To contact customers about products and services
- For staff, to pay your salary

We may share this information with Cycling UK and other grant funders.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@communitybikekitchen.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep Address: Emails, Telephone numbers, Employee bank details for three years. We will then dispose your information by deleting the information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@communitybikekitchen.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Community Bike Kitchen CiC, 31 Hillingdon Road, Stretford, Manchester M32 8PH or by email:

info@communitybikekitchen.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>