



## DARE to Lead Change Project

### Privacy Notice

#### Overview

Bryson Intercultural and TIDES Training and Consultancy's DARE to Lead Change Project is committed to taking your privacy very seriously and protecting and respecting your information. We aim to be clear about how we use your personal information and this Privacy Notice will inform you about how we look after your information, what information we process, the reasons why we process your information and the conditions under which we may disclose it to others. It includes the relevant requirements of the General Data Protection Regulation and Data Protection Act 2018.

#### Who we are

Bryson Intercultural is part of the Bryson Charitable Group. The DARE to Lead Change Project (DARE) is a project supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB). It is a regional and cross-border project, functioning across Northern Ireland and the border counties.

If you have any questions in relation to this Privacy Policy or the personal information we have about you please contact the Data Protection Champion for DARE on 028 9032 5835. Alternatively, contact the Data Protection Officer for the Bryson Charitable Group, Shauneen Killyleagh on 028 90325835.

#### Purpose of processing and the legal basis for processing

Information that we collect from you is necessary for the delivery of the DARE to Lead Change Project. The legal basis for processing contact information will be based on 'consent' and will only be used so that we can keep in touch with you and inform you of forthcoming events. We are also required to keep minimal records of attendees' names who have attended events and training workshops, as this information is required by our Funder and therefore needed for the 'performance of a



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contract.’ Additional information will also be requested when evaluating our training, and again this is required by our Funder and meets with the legal basis, ‘performance of a contract’.

### How we have collected information about you

It is essential that relevant information is collected about you so that we can deliver and report on the DARE project in the best way possible. This involves collecting information through our registration processes.

### What personal and sensitive information we collect

The **personal information** that we collect includes: name, address, mobile number, email address, date of birth and gender.

We may also collect **sensitive information** called **special category data** including; equality information such as ethnic group and religion. It is important for us to have a complete picture as this information assists in the success and reporting of our project. Data protection legislation requires that this information is treated with absolute care and security.

### How we use your personal and sensitive information

The personal and sensitive data outlined above will be used:

- To help inform the direction, focus and work of the DARE project in supporting communities in Northern Ireland and the border counties.
- To ensure that your involvement in the DARE project is safe, effective and compassionate.
- To review the on-going work of the DARE project.
- To work with other organisations.
- To provide training and events relevant to you and your community’s needs.
- To be able to keep in touch with you about relevant training and events.
- To produce reports to our Funder.



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## Sharing your information

We will only share your personal information with stakeholders who are part of the delivery, monitoring, and funding of the DARE project.

## How long will we hold onto your information

We review our retention periods for personal information on a regular basis. We will hold your personal and sensitive information on our systems for the recommended retention period of three years from 31 December following the submission of the accounts in which the expenditure of the operation is included. Once the retention period has been reached, we will dispose of your information through secure means which are approved under data protection legislation.

## How we keep your information safe

We ensure that there are appropriate technical and organisational controls in place to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. Information is retained in secure electronic systems and paper records in secure filing cabinets and access is restricted to authorised staff only.

## Your rights explained

- **Right to be informed** – we are obligated to provide you with a privacy notice whenever we collect information from you. There must be transparency at the point of collection on what information is collected, the purpose for processing, how the information will be used and it must be clear and concise.
- **Right of access:** You have a right to ask for a copy of the information that we hold about you, this is known as a Subject Access Request. We will have 30 days to respond to your request. Please contact Data Protection Champion for DARE on 028 9032 5835 or Bryson Data Protection Officer on 028 9032 5835 to exercise this right.
- **Right to rectification:** You have the right to have personal data corrected. The accuracy of your information is important to us. We would appreciate if



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you let us know if your contact details change or if any other pieces of information that we hold on you is inaccurate.

- **Right to erasure:** You have the right to have personal data erased in certain circumstances. For example, if information is not being used for its original purpose.
- **Right to restrict processing:** You have a right to ask us to stop processing your personal data, if for example the information is inaccurate or if we are processing the information unlawfully.
- **Right to object to processing:** You have the option not to agree to the processing of your personal data if you feel it is impacting on your rights as an individual.
- **Right to complain:** If you wish to make a complaint on how we have handled your personal data, you can contact Data Protection Champion for the DARE project on 028 90325835 or Bryson Data Protection Officer on 028 90325835. If you are not satisfied with our response or believe we are not processing your information in accordance with the law, you can contact the Information Commissioners Office details below.

## The Information Commissioners Office

The Information Commissioner's Office (ICO) regulates compliance with GDPR within the UK. If you consider us to have breached any of the requirements of the GDPR, you may contact the ICO who may carry out an assessment, audit or investigation to establish whether we are compliant with the GDPR.

The ICO can be contacted at:

Information Commissioner's Office  
14 Cromac Place  
Belfast  
BT7 2JB

Telephone: 0303 123 1114

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

Web: [www.ico.org.uk](http://www.ico.org.uk)



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