



## COMMunity Privacy Policy

### Our contact details

COMMunity

C/O Duncan Yellowlees & Nifty Fox Creative

E-mail: [info@duncanyellowlees.com](mailto:info@duncanyellowlees.com) | [laura@niftyfoxcreative.com](mailto:laura@niftyfoxcreative.com)

### The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics i.e. names, telephone number and email address

### 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:

- You submit an application form to join the COMMunity
- You sign up to Circle to participate in the COMMunity
- You sign up to an event hosted by COMMunity

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

- deliver our events
- engage with you in Circle
- send you updates and relevant information to your COMMunity membership

We do not share this information with anyone else external to the COMMunity.

Under the General Data Protection Regulation (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@duncanyellowlees.com](mailto:info@duncanyellowlees.com) or [laura@niftyfoxcreative.com](mailto:laura@niftyfoxcreative.com)**

(b) We have a contractual obligation.

## How we store your personal information

Your information is securely stored in a password protected database on our Wix website (for application forms) and within Circle (for membership).

You can unsubscribe from Circle at any time. Once you do, your personal data will be archived and deleted from all databases.

## 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@duncanyellowlees.com](mailto:info@duncanyellowlees.com) or [laura@niftyfoxcreative.com](mailto:laura@niftyfoxcreative.com) 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 [info@duncanyellowlees.com](mailto:info@duncanyellowlees.com) or [laura@niftyfoxcreative.com](mailto:laura@niftyfoxcreative.com).

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>