



Privacy Policy

Our contact details

Name: Creating Ground CIC

E-mail: laura@theground.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email addresses
- Telephone numbers
- Physical addresses when delivering materials/vouchers to participants
- Age ranges
- Country of origin
- Gender identity
- Audio, visual, and photographic recordings (if you give us your consent)

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 communicate information about the activities
- To provide materials where necessary
- To map the reach of our services

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 laura@theground.org.uk
- (b) We have a contractual obligation
- (c) We have a legal obligation
- (d) We have a vital interest
- (e) We have a legitimate interest

Creating Ground CIC is a Community Interest Company, a company limited by guarantee registered in England and Wales (number 10158083) with registered office 5 Luke Street, London EC2A 4PX

www.theground.org.uk

How we store your personal information

Your information is securely stored in locked cabinets in the Creating Ground CIC office and on our Google Drive.

We keep registration forms, consent forms, and other documents containing identifying information for up to **10 years after the completion of a project**. This allows us to keep evidence of our work and report on our impact as an organisation. After this 10-year period, physical documents will be shredded and digital files will be securely deleted from our server and Google Drive.

We will dispose of your physical address information immediately after the completion of a project by deleting the data from our server.

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 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 laura@theground.org.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 laura@theground.org.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>

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Signed:



Position:

Director

Created:

08/04/2021

Previous review date:

20/05/2026

Last review date:

17/07/2026

Next review date:

17/07/2027