



SANGAM

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PRIVACY NOTICE

1. Introduction

This Privacy Notice covers how Sangam Association of Asian Women (hereinafter referred to as Sangam) processes the personal data that we collect, use and share when you are on Sangam's website and when you use Sangam's services. This policy does not apply to the practices of third parties that Sangam does not own or control, including websites that we may link to, or to individuals that Sangam does not employ or manage. Any personal data collected by Sangam is used in accordance with the General Data Protection Regulation (GDPR). For these purposes, Sangam will be what is known as 'Controller' of the personal data you provide to us.

2. How we collect your information

We may collect your personal data in a number of ways, for example:

- When you register or enter your details on our website, for example when signing up for a Sangam newsletter;
- When you communicate with us by post, telephone, fax, email or other forms of electronic communication;
- When you attend a Sangam event or meeting;
- When you complete a Sangam survey or questionnaire;
- From other organisations seeking to introduce us to you;
- From public domain sources where we identify that you may be interested in us or our work.

3. The categories of data we collect

We may collect the following categories of personal data about you:

- Your name and contact information such as address, email address and telephone number (and, on an ongoing basis, any change of address details);
- To a limited extent and only occasionally, medical information such as dietary requirements where we require this information to provide catering services to you at our events or other services provided by us;
- Information you provide about yourself when you complete Sangam forms or sign up for a Sangam newsletter;
- Technical information collected through the use of cookies about your use of our website including details of your domain name, location and internet protocol (IP) address, operating system, browser version, the content you view and how long you stayed on a page. For full details, please see our Cookie Policy;



Sangam Association of Asian Women

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- Information concerning your engagement with Sangam, including records of communication between you and us and your attendance at events and meetings organised by Sangam;
- Your opinion and feedback in relation to any surveys or questionnaires issued by Sangam that you complete, such as feedback on our charitable activities and events; and
- Information about your job, professional memberships and interests collected from public domain sources to help us to understand what aspects of Sangam and our work may be of interest to you.

4. The basis for processing your data, how we use that data and with whom we share it

Legal obligations

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data to comply with subject access requests of others, tax legislation, safeguarding requirements (for example those required by the Charity Commission), for the prevention and detection of crime, and in order to assist the police and other competent authorities with investigations (including criminal investigations). In this respect, we may provide your personal data to our professional advisers, where this is necessary for us to obtain their advice or assistance.

Consent

Sangam will seek your specific consent to process your personal data: for example, if we wish to use your name, likeness or an attributed quote in our newsletter, on our website or in marketing materials;

We will normally seek consent when processing your medical information such as dietary requirements or other information about your health, such as for our records. At times the processing of personal data concerning your health may be necessary to protect your vital interests (such as your immediate safety) and it may not be appropriate to seek your consent in such circumstances.

If you have given your consent and you wish to withdraw it, please contact us using the contact details below. Please note that where our processing of your personal data does not rely on your consent, we may not be able to fulfil your request (please see Your Rights section below).

5. Retention of your data

We will retain your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

We would however like to use your name and email address to inform you of our future events and services. This information is not shared with third parties and you can unsubscribe at any time via phone, email or our website. Please indicate below if there is something you would like to sign up to.

Please sign me up to receive details about future events and services from Sangam.

6. Your rights

You also have the following rights:

- To be informed what personal data we hold about you and/or to obtain access to it (i.e. by receiving a copy of it in a permanent form);
- To require us not to send you direct marketing communications;
- To require that we cease processing your personal data if the processing is causing you damage or distress;
- To require us to correct the personal data we hold about you if it is inaccurate;
- To require us (in certain circumstances) to erase your personal data;
- To request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller; and
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply: for example if we have reason to believe the personal data we hold is accurate or we can show our processing is necessary for a lawful purpose set out in this Privacy Notice.

You can find out more about your rights under data protection legislation at www.ico.org.uk

7. Children's Privacy

Sangam's site is not intended for and may not be used by children under the age of 16. Sangam is committed to protecting the privacy needs of children and we encourage parents and guardians to take an active role in their children's online activities. Sangam does not knowingly collect personally identifiable information from children under the age of 16, nor does Sangam target its services or site to children under the age of 16. We recommend that minors ask and receive permission from their parent or guardian prior to using Sangam or sending information about themselves or anyone else over the Internet.

8. Questions and concerns

If you have any questions or concerns about how we process your personal data, or wish to exercise any of the rights set out above, you may contact Sudha Sanghani, our President:

- By email: president@sangamcentre.org.uk
- By telephone: 0208 952 7062
- By post: Sangam Association of Asian Women, 210 Burnt Oak Broadway, Edgware, Middlesex, HA8 0AP

If you are not satisfied with how we are processing your personal data, you can raise a concern with the Information Commissioner (www.ico.org.uk).

9. Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.