Privacy Notice

First created: 28 April 2021
By: Jessica Rose
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Our contact details
Name: Co-relate Communication CIC
Address: Marine Studios, 17 Albert Terrace Margate CT9 1UJ
Phone Number: 07891458717
E-mail: info@co-relate.co.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 email address)
- Bank details of staff, freelancers and suppliers required to pay them
- Employee data of staff and freelancers required to ensure lawful employment or contracts.

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 are a staff member, freelancer or supplier
- You are a current Co-relate client or potential client
- You are a young person, community organisation or charity we are supporting
- You have signed up for Creative Catalyst Thanet or Green Catalyst Thanet at an event or careers fair
- You have signed up to receive the Plastic Free Thanet or Naturehood Thanet newsletters, hosted on Substack (or Mailchimp for Plastic Free Thanet only up to January 2024).

We also receive personal information indirectly, from the following sources in the following scenarios:
- We are working for a client or partner who provides us with your information for processing as part of the agreement we hold with them. For example, we are interviewing you or receiving feedback from you on their behalf.

We use the information that you have given us in order to carry out our legitimate business with you and our client or partner.

We may share this information with the client or partner that we are working for who either:
- provided us with your information, with your consent
- is being provided with your information by us, with your consent.

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@co-relate.co.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.

How we store your personal information

Your information is securely stored on our email servers, on our secure Google Drive folder or with MailChimp/Substack.
We keep this information for a maximum of six months following your last contact with us. We will then dispose your information by automatic deletion in our email client. We may contact you before this to gain your consent to hold this information longer if it is in our mutual interest.

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@co-relate.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 info@co-relate.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