



ReMode Renfrewshire

# Privacy Policy

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## Who we are and what we do

ReMode Renfrewshire is a community interest company: Company Number SC581044

We are a youth focused organisation whose aim is to raise awareness of the environmental impact of the fashion industry and textiles production. We aim to furnish young people and the wider community with the knowledge and practical skills needed to reduce this environmental impact.

We operate a shop selling redesigned and reclaimed clothing and a Makespace where we run a programme of workshops. We also run a programme of events throughout Renfrewshire including Make Weeks, social gatherings, film screenings and other events which engage young people and the wider community.

ReMode is managed by a voluntary board of trustees.

## Your Data

We believe you have the right to have your data stored securely and for it to be used only for the purposes you intended. This policy explains how we collect your data, what we use it for and who has access to your data. This privacy policy was created on 25<sup>th</sup> May 2018 and is regularly reviewed.

If you have any concerns about this policy or our use of your data, please contact us at:

The Data Controller  
ReMode Renfrewshire  
39 High Street, Lochwinnoch  
Renfrewshire PA12 4AB  
hello@remodeyouth.org

## How we collect data

We may collect information about you when you interact with us. For example, if you complete a membership form, attend a workshop or event, or if your child attends a workshop or event you may provide us with personal information.

If you apply for a job with us, work with us as a freelancer or volunteer, we will collect the information that you supply to us.

We may collect anonymous data when you visit our website or interact with our content, for example we may collect information about how many interact with us on social media.

## What data we collect

We collect information that is required to provide you with information or services that you have requested or that we think may be of interest to you, that is required for us to report to our funders, or that is required to ensure that we comply with the law.

The data we collect may include:

- Contact information such as Name, Email, Telephone number, Address, Post Code
- Information about you (such as gender, date of birth)
- Details of your interactions with us such as a record of your donations, your purchases, your attendance at events and your shopping habits
- Communication preferences
- Social Media user names

### Photographs

- We will only take photographs of you at events or workshops if we have your explicit written consent. We will only take photographs of young people (under 18) if we have explicit written consent from a parent or guardian. We will not include details or full names (which means first name and surname) of any person in an image on our website, or in printed publications, without good reason and only with your expressed consent. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.

### Sensitive information

We only collect sensitive information where absolutely necessary, and with your explicit consent. An example would be if your child attends a workshop with us, we will collect information about your child's health for health & safety and safeguarding reasons.

All data collected will be retained only for an appropriate length of time as defined by legislation, to allow us to comply with our legal requirements, and our operational needs.

Data will be securely archived or deleted after this time.

## How we keep your data secure

### Who has access to your data

Only authorised individuals within ReMode can access your data. This will be staff, authorised contracted freelancers, or professionals engaged to assist with IT support.

### Sharing Information with other organisations

Your personal data will be treated as strictly confidential. We will never sell or share your personal information with any other organisation unless required to by law. We may share anonymised information with funders to demonstrate compliance with funding requirements. This could be in the form of analysis, reporting, photographs and case studies to meet funding requirements.

### Secure storage

We take our obligations seriously regarding the safety and security of your data. We use password protected hardware and software to which only ReMode staff and authorised freelancers have access. We may additionally hold and process data in shared drives (e.g. Dropbox, Google Drive, Airtable) and in paper copy, which only our staff have access to and we take appropriate measures to protect against loss, misuse, unauthorised access and disclosure. We may also use third party software such as Mailchimp as a tool to generate emails to you. Such accounts will be securely password protected.

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data

## How we use your data

ReMode may use your personal information in a number of ways which include;

- Keeping you up to date with our work and inviting you to events and activities
- Using anonymised statistical data about your donations, purchases and attendance at events in order to be able to report to funders
- Using photographs or videos within marketing materials to promote the work we do, if we explicitly have permission to do so
- Responding to requests, enquiries and feedback received from you
- Evaluating the success of any programmes we deliver and their impact on the environment
- Conducting research about our work
- Keeping our own accounts and records up-to-date and satisfy audit purposes
- Fundraising and promote the interests of ReMode
- Managing our employees and volunteers
- Disclosing your information if we are required to do so by law

## How we communicate with you

We will communicate with you in line with your preferences and information. For example we may send you information about an event similar to one you have attended in the past, or that we think would be of interest to you. You can opt of communications at any time.

We will only contact you if we have your consent to do so – such as if you have completed a ReMode membership form.

You can unsubscribe from communications at any time by using the unsubscribe link at the foot of the emails we send you, or by contacting us and letting us know which communications you would like to receive.

## Your rights

You have rights with regards to the personal data we hold and use about you. You can find useful information on the Information Commissioner's Office's website. <https://ico.org.uk/>

## Changes to our privacy policy

We regularly review our privacy policy to keep it up-to-date. This privacy policy was last updated on 25/05/2018.

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Privacy Policy reviewed and accepted by ReMode Creative Director Gillian Steel. (date 25/05/2019)

Next review date: no later than 30/04/2019