

## **Home Café Privacy Notice for Customers and Website Visitors**

### **A) WHO THIS PRIVACY NOTICE IS FOR**

In accordance with the General Data Protection Regulation (GDPR), this privacy notice informs our customers and website visitors of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

### **B) DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by Home Café must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

### **C) TYPES OF DATA HELD**

We hold personal data on our customers and website visitors, including content of emails received, content sent via the website contact page, and written complaints for the time necessary to deal with the purpose of the contact, after which the information is securely destroyed.

### **D) LAWFUL BASIS FOR PROCESSING:**

The law on data protection allows us to process your data for specific reasons only. We rely on your consent to process and hold your data.

### **E) SPECIAL CATEGORIES OF DATA:**

Special categories of data are data relating to your:

- a) health

- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data

We are not required to carry out processing activities included above using special category data.

#### F) WHO WE SHARE CUSTOMER AND WEBSITE VISITOR DATA WITH

Home Café does not share your data with anyone outside the operating sphere of Home Café or with bodies outside of the European Economic Area.

#### G) PROTECTING YOUR DATA

We ensure your data is protected against accidental loss, disclosure, destruction or misuse.

#### H) RETENTION PERIODS

Record Retention Period is for the time necessary to deal with the purpose of the contact or until consent withdrawn/unsubscribed.

#### I) AUTOMATED DECISION MAKING

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. At Home Café, no decision is made about you on the basis of automated decision making.

#### J) DATA SUBJECT RIGHTS

Data Subjects have the following rights in relation to the personal data held by Home Café:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you.
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';

g) the right to object to the inclusion of any information

#### K) CONSENT

Where Data Subjects have provided consent to Home Café use of personal data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data. Depending on what we need the data for this may restrict our ability to provide some services or responses to you.

#### L) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF  
or by telephone on 0303 123  
1113 (local rate) or 01625 545 745.

#### P) DATA PROTECTION COMPLIANCE

Our appointed compliance trustee in respect of our data protection activities is: Caroline Vermes who can be contacted at [info@homecommunitycafe.org](mailto:info@homecommunitycafe.org)