PRIVACY POLICY - PUBLIC

Context and overview

Key Details

Policy prepared by:	Vicky Hatchett
Approved by Management on:	19.12.2024
Policy became operational on:	19.12.2024
Next Review Date:	09.11.2027

Big Ideas Privacy Policy

Introduction

Big Ideas is fully committed towards protecting the privacy of its individuals, community groups, employees and website visitors. The Big Ideas Privacy Policy explains our information practices and the various measures taken to protect your privacy and security with specific attention to any personal data we may have access to.

Big Ideas Privacy Policy is fully compliant with the Data Protection Act 2018 (c. 12) which received Royal Assent on 23 May 2018 and other relevant business and personal legislation as well as the The General Data Protection Regulation (EU) 2016/679.

Big Ideas Privacy Policy was last updated on 1 March 2023.

How does Big Ideas collect personal information?

Big Ideas will not send any communications to an individual, unless we have received the individual's express permission in advance. In short, Big Ideas will not pass on your personal information to any outside parties, or use your personal information in ways unrelated to those described, without your prior, confirmed consent.

How does Big Ideas use personal information?

Big Ideas collects information about the people we work with in order to share materials and resources, provide small scale funding and support groups to participate and to improve our services. We engage in discussions with potential participants via phone,email, video calling or social media and retain information about these groups for 50 months. Other information may be collected in face to face meetings.

The people Big Ideas work with will be required to share their contact details and, if financially supported, banking details as part of our community funding, engagement and evaluation process, this data shall remain within our possession for the duration of the project and for 12 months afterwards.

Big Ideas may collect and use the following kinds of personal information: information about your use of this website (including your IP address, browser resolution, the website you clicked through to here, and other non-identifiable information); and any other information that you send to Big Ideas.

On occasion Big Ideas will work with Third Party Processors. Data gathered by Big Ideas with your consent may be processed by a third party, for example through the use of standard online input forms, such as google forms. You can see Google's GDPR policy here https://cloud.google.com/security/gdpr/. From August 2020, Big Ideas will use Capsule, a Customer Relationship Management system (CRM) a tool which allows us to safely and securely manage your data. You can read Capsule's GDPR policy here https://capsulecrm.com/gdpr-faqs/.

Any personal data collected at in-person events will be stored in a locked secure place and destroyed once it has been transferred to our digital CRM.

Big Ideas operate on the social media platforms Facebook, Instagram, LinkedIn, . GDPR policies for each platform are in the links. Big Ideas operate advertising on these platforms. If you have an active profile on any of these platforms you may be contacted by us.

On occasion Big Ideas may work with a trusted partner to Process data in line with our project and with your agreement. In these instances, Big Ideas will be the Controller of the data and the trusted partner will be contracted through a Data Protection compliant agreement to ensure that the data is secured and will not be used by the Third Party for any other purpose.

Big Ideas collects information about employees we work with in order to facilitate our contract of business for community support or contract of employment for employed staff.

Does the Big Ideas website gather data?
In accordance with standard web practice, the Big Ideas website also uses the information using 'cookies' to help understand how the site and its services are being used thereby allowing us to identify possible improvements in our website. Information gathered can include your IP address, browser resolution, the website you clicked through from, and other non identifiable information. We do not collect or store personal information so this data cannot be used to identify who you are.

Website visitors who would like to be kept informed of Big Ideas projects can subscribe to our eNewsletter. http://www.big-ideas.org/subscribe/

Does Big Ideas share information?
We will never share, sell or rent individual personal information to any Third Parties for any purpose outside of our projects unless ordered by a court of law.

How does Big Ideas manage data security?
To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures designed to safeguard and secure the information we collect both online and in printed copies.

How long does Big Ideas keep information for?
Job Applications - 2 years
Employee Contracts - 7 years
Media Permission forms - 7 years
Website - 50 months
Mailchimp/ Newsletter contacts - 50 months
Survey Monkey evaluation forms - 50 months
Community Funded organisations applications and evaluation forms - 50 months
Engaged groups or organisations (i.e. those who have received resource information or support) - 50 months

Maintaining and deletion of data
The Senior Management Team are responsible for maintaining, reviewing existing datasets in accordance with the details set out in this policy including and new datasets, that will be established in accordance with Big Ideas Policies.
The Senior Management Team are responsible for deleting any data held on community contacts at the end of the retention period.

The Senior Management Team are responsible for deleting any personnel data.
The Board and the Senior Management Team are responsible for ensuring that data is being kept in accordance with GDPR and updating Big Ideas Privacy and Data Protection Policies.

How can I see any of my personal data Big Ideas may hold?
Further details of our security procedures and updates to the information we hold can be arranged by contacting us using the below details - please bear in mind we may need to validate your identity before sharing any information. Please contact contact@big-ideas.org if you have a request.

How do I request to be completely removed from Big Ideas databases?
Please email contact@big-ideas.org to be removed from our database or contact using the details below.

Big Ideas contact details
Big Ideas
ScreenWorks, Unit 205
22 Highbury Grove
London
N5 2EF
Contact@big-ideas.org

Privacy policy updates
If Big Ideas makes any changes to its Privacy Policy, we will update this section of our Privacy Policy accordingly to ensure that all contacts are aware of the current Privacy Policy at the time of accessing the website or other forms of communication.

Big Ideas operate on the social media platforms Facebook, Instagram, Twitter, LinkedIn. GDPR policies for each platform are in the links. Big Ideas operate advertising on these platforms. If you have an active profile on any of these platforms you may be contacted by us.

Where can I get independent advice about my information?
For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:
Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.
Alternatively, visit ico.org.uk or email casework@ico.org.uk.