

Carl Luke Conversation Project Privacy Notice

1. Introduction

This notice applies to all online signup forms, surveys, events and projects coordinated by the Carl Luke Conversation Project. We will process your data in accordance with the General Data Protection Regulation as applied, enacted and amended in UK law. The Carl Luke Conversation Project is co-ordinated by Robin Patel, Heritage Consultant on behalf of Carl Luke Development Trust. Robin Patel, Heritage Consultant is the data controller for the project.

2. Your personal information

Your personal information (names and contact details) will be collected and processed for the following purposes:

- Processing information you have provided to Carl Luke Conversation Project or Questionnaires / surveys.
- Processing your application for Carl Luke Conversation Project events and programmes
- Providing email updates from the Carl Luke Conversation Project about project news and events
- Direct mail from the Carl Luke Conversation Project.
- Event photographs for the Carl Luke Conversation Project image bank, used on our website, social media and in printed publications. Explicit consent will always be sought before using any photographs in these ways.

3. Using your personal information

The legal basis for the processing of your information is consent, which you can provide via the signup form provided. Your information will be retained by Robin Patel, Heritage Consultant on behalf of Carl Luke Development Trust for 6 months prior to transfer to Carl Luke Development Trust. In this event, Carl Luke Development Trust may contact you for permission to retain your contact details and to seek your preferences regarding how you can be contacted in the future. You can contact the Carl Luke Conversation Project at any time by email: info@carlukeconversation.org to request that your information is deleted.

4 .Data security and sharing of your personal information

Personal data will be treated confidentially and stored in an encrypted format. We use QuestionPro to provide online surveys. The information you provide will be transferred to QuestionPro for processing in accordance with their Privacy Policy and Terms (<https://www.questionpro.com/help/1.html>) QuestionPro are certified by the EU-US Privacy Shield Framework.

5. Your rights and choices

In respect of your personal data held by us, you have the following qualified rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it, for example by removing your consent
- restrict its processing
- object to its processing
- complain to the Information Commissioner's Office (ICO)

To find out more or to exercise any of these rights please contact our Data Protection Officer Robin Patel info@carlukeconversation.org.