



Data Protection and GDPR Policy

Introduction to the Policy

We are committed to protecting the personal data that you provide to us and recognise the importance of being clear about how we intend to use it.

All personal data provided by you will be held by **The Critical Fish**.

When freelancers, sub-contractors, volunteers or others undertake work for The Critical Fish, they agree to take responsibility for data protection and GDPR requirements in the delivery of work as outlined below.

This privacy policy relates specifically to personal data that you provide to us through The Critical Fish website and via electronic and paper formats.

We will never monetise or sell on any data you share with us.

There are hyperlinks contained within our website which link to other websites owned and operated by third parties. These third parties have their own privacy policies and we recommend that you consider those when using their websites. We do not accept any liability or responsibility in terms of the privacy and security practices of these third party organisations and their websites.

Information we may collect from you

When you engage in an activity delivered by in or in partnership with **The Critical Fish**, or access our website or submit feedback, we may ask you for personal data and other information to allow us to deliver the service or activity you require. This could include the following:

- Full Name
- Date of Birth

- Disabilities
- Socio-economic status
- Health and Wellbeing
- Gender
- Email address
- Telephone number
- Details of your enquiry
- Name of your organisation
- Curriculum vitae details / examples of previous work / portfolio

The internet is not completely secure. We cannot guarantee the security of your personal data transmitted through our website or by email. Any transmission is at your own risk. Some of the information you provide to us may be considered sensitive personal data as defined under the General Data Protection Regulations (GDPR). This includes information about your ethnic or racial origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life or criminal record. We would advise users of this website to send such information by a more secure system such as encrypted email, paper format, via the telephone or in person. Sensitive personal data will only be processed following your explicit consent.

How do we intend to use your personal data?

When engaging with an activity or service we deliver: We may contact you for reasons relating to the service you have made a request for. The information we collect and keep is in order to refer you to the correct people or deliverables within our organisation, volunteer brokerage, consultation exercises, monitoring, evaluation and reporting to relevant funders and to provide statistical data to help us to continue drawing down relevant funding. We would use your contact details to manage this and may retain them for marketing purposes.

When applying for freelance work with us (including Open Calls): If you are interested in working with us we will only use your personal data to process your application, monitor recruitment and provide statistics. Personal data about unsuccessful candidates will be retained for six months after the recruitment process is completed, at which point it will be disposed of securely.

Will my personal data be shared with other organisations?

Your personal data provided by you to The Critical Fish will only be used by The Critical Fish. Everyone who works for The Critical Fish has to keep the information about you confidential. However, there are instances when we may need to share some information with partners when delivering activities - for example, partner venues may need to know some information relating to a disability so we can support access needs better, or funders be shared (anonymised) information for statistical purposes.

Only those involved in your data processing within The Critical Fish will have access to the information, we won't share it with anyone else unless;

- You ask us to share it.
- We ask you and you say we can share it.
- The law says we have to report some things, such as people being perceived to be at risk or harm, including children or vulnerable adults who may be at risk. This may also include our legal obligations to report to HMRC.

We may also use a third party service for the distribution of our email newsletters. If you sign up to receive this, we will store your email address with this service.

In exceptional circumstances such as dealing with fraud, credit risk, dealing with abusive online behaviour, to enforce rights, to protect property, to protect human safety or if the law requires it. We will not otherwise disclose your personal data to anyone outside **The Critical Fish** to use for their own purpose without obtaining your consent.

How long will The Critical Fish retain my personal data?

We will retain your personal data for as long as is necessary for the required activity or service to be provided to you and will dispose of your personal data 12 months after work has been completed. All personal data is subject to the controls of our data protection policy.

Where will my personal data be kept?

Once we have received your personal data we will use recognised industry standard procedures and security features to try to prevent unauthorised access.

Your personal data will be under the control of **The Critical Fish**. It will be held on our password protected computer systems. Parts of our computer system, including our website and email, are provided by third parties with their own security systems. As all The Critical Fish work is undertaken by freelancers and volunteers, we encourage all those in the team to take responsibility and ensure any data they are using for the delivery of activity or service is kept behind passwords and secure systems, and destroyed or deleted at the earliest opportunity. We offer freelancers signposting to available training if required.

When we print your personal data this will be in the possession and control of our team and will be securely disposed of when it is considered to be of no further use, should this be the case prior to the 12 month cut off point.

IP addresses

An IP address is a number that uniquely identifies a specific computer or other network device on the internet. We might use your IP address to locate you for the purpose of your safety and security in relation to child protection issues.

Your rights

The General Data Protection Regulation provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Cookies

Like most websites, this one uses 'cookies', small packets of data that are stored in your web browser. Cookies help us to identify information such as how many people are using our site and what devices they're using. This allows us to tailor our service to best meet the needs of the people using it.

You can manage how your browser handles cookies, or refuse them altogether, by changing your settings on your browser. www.aboutcookies.org has useful information on how to manage cookies in your browser.

By using our website, you are giving consent to our use of cookies.

For more information please go to the Information Commissioners Officer, www.ico.org.uk

In particular please complete the self-assessment tool here, <https://ico.org.uk/for-organisations/resources-and-support/data-protection-self-assessment/>

Policy Date:	Review Date:	Adopted by:
18/7/22	Due December 2026	Jill Howitt
		Lauren Saunders
Reviewed: 12/12/23		Thomas Robinson