

## Mapping for Change CIC - Privacy notice

This privacy notice tells you what to expect when Mapping for Change CIC (“We”) collects personal information.

### Information we may collect

- Information that you provide by filling in forms on our sites; [www.mappingforchange.org.uk](http://www.mappingforchange.org.uk) and [www.communitymaps.org.uk](http://www.communitymaps.org.uk). This includes information provided at the time of registering to use our site or subscribing to our service. Some of this information is mandatory for the purposes of registration and use of our site (name, email address, etc.) and some may be provided on a voluntary basis (e.g. equal opportunities data).
- Details of the information and feedback you contribute to Community Maps.
- Records of any correspondence.
- If you subscribe to our e-newsletter, we will process your name and email address, using Mailchimp to distribute the emails.
- We may ask you to voluntarily complete surveys that we use for research purposes or to improve our services.
- Details of your visits to our websites including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access.
- When taking part in a citizen science project we may collect and process personal data, including your contact details.
- If you support us financially, for example through crowdfunding, we will process your details and your donation record.
- If you apply for a job with us, we will process your application and all the information contained within.
- We may collect information about your computer, including, where available, your IP address; operating system; and browser type, for system administration and monitoring purposes. This is statistical data about our users' browsing actions and patterns, and **does not identify any individual**, nor will we make any attempt to find out the identities of those visiting our websites.

### Cookies

Our websites use cookies to distinguish you from other users or visitors. This helps us to provide you with a good experience when you browse our sites and also allows us to improve our sites. For detailed information on the cookies we use and the purposes for which we use them please read our [cookie policy](#).

## Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Where you have chosen a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. Do not share your password with anyone and do not use a password that you have already used to access other websites or services.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## How we use your information

- To enable you to log-in and access or contribute to Community Maps.
- To ensure that you receive feedback and responses to matters that you have raised.
- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.
- We will use all non-personal data you provide to fulfil our business purpose.

If you are a registered user, all information posted by you to Community Maps may be publicly visible online. If you do not wish to be identified with material posted by you then you should not include your name or any identifying information in the material posted. By contributing to Community Maps, you are consenting to any **non-personal data** being used, processed and shared. Please note that you are solely responsible for the content of your posts and you must comply with our terms of use and acceptable use policy.

Your personal data will be used only to contact you in the event of an issue arising with your data or participation in a project. If you wish to be kept informed of any updates or news beyond the project, you should opt in to receive our communications separately.

We do not share personal data with our project partners unless we explicitly say so and will require your clear consent at the point at which you submit your data.

### **Disclosure of your information**

We will not share your personal information with any companies, organisations or individuals outside of Mapping for Change unless one of the following circumstances applies:

- With your consent:

We will share personal information with companies, organisations or individuals outside Mapping for Change only when we have your explicit consent to do so.

- For external processing

Where necessary, we provide personal information to our affiliates or other trusted businesses or persons to process it for us, based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

- For legal reasons

We will share personal information with companies, organisations or individuals outside Mapping for Change if we believe in good faith that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Mapping for Change, our users or the public, as required or permitted by law.

We may share non-personally identifiable information on aggregate publicly and with our partners. For example, we may share equality data with commissioners where necessary to meet the terms of our contract.

If Mapping for Change is involved in a merger, acquisition or asset sale, we will continue to ensure the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a different privacy policy.

### **Your rights**

You have the right to ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [info@mappingforchange.org.uk](mailto:info@mappingforchange.org.uk).

### **Access to information**

You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **People who contact us via social media**

We use a third-party provider, Hootsuite to manage our social media interactions.

If you send us a private or direct message via social media the message will be stored by Hootsuite and not be shared with any other organisations.

### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 27<sup>th</sup> March 2018.

### **How to contact us**

If you want to request information about our privacy policy you can [email us](#) or write to:

Mapping for Change CIC  
Mildmay Community Centre  
Woodville Road  
London  
N16 8NA

mapping for change