

Mapping for Change CIC - Privacy notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities if you have a complaint.

Who we are

Mapping for Change CIC (“We”) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation (hereafter, EU GDPR) which applies across the European Union and the UK General Data Protection Regulation (hereafter, UK GDPR) which applies across the United Kingdom. We are responsible as ‘controller’ of any personal information we hold about you for the purposes of those laws.

The personal information we collect and use

Mapping for Change runs two websites, or platforms, from which we may collect personal information when and if you provide it to us. These two websites are Mapping for Change’s company website, mappingforchange.org.uk, and Community Maps, communitymaps.org.uk.

To register you as part of our newsletter contact list from our website, we collect the following personal information when you provide it to us.

- Your name
- Your email address

To register you as a user of Community Maps, we collect the following personal information when you provide it to us:

- Your name
- Your postcode
- Your email address
- Your telephone number(s)

We want to provide you with the best user experience when using our site so collect certain technical information, 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. These information are collected using a technology commonly referred to as cookies. For EU GDPR and UK GDPR compliance purposes, we always ask you to consent to these cookies before you can use our services. For more information about which cookies we use and why, please have a look at our Cookie Policy Statement. Please note that if you are an EU citizen, the age of valid consent as per specified in the EU GDPR law is 16 years-old. If you are a UK citizen, the age of valid consent as per specified in the UK GDPR law is 13 years-old.

How we use your personal information

On Mapping for Change website, we will use your personal data to:

- Send you our newsletter quarterly
- Send you any other outstanding updates about our activities, projects, partners and what we have been up to recently

On Community Maps, we will use your personal data to:

- Verify your identity and validate your Community Maps registration.
- 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 allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

Who we share your personal information with

If you are an **EU citizen**, the personal information we collect is protected under the EU GDPR law. This means we will share personal information with law enforcement or other authorities if required by applicable law. Under the EU GDPR, the [European Data Protection Board](#) is the highest supervisory authority. We limit access to your personal information to third-party services for the operation of our service. Under EU GDPR, this access must be restricted to third parties from within the EU. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

If you are a **UK citizen**, the personal information we collect is protected under the UK GDPR law. This means we will share personal information with law enforcement or other authorities if required by applicable law. Under the UK GDPR, [the Information Commissioner's Office](#) (ICO) is the highest supervisory authority. It is its leading supervisor, regulator and enforcer of the UK-GDPR. Besides, under UK-GDPR, the protection of personal data can be bypassed under certain exceptional circumstances:

- When in matters of national security
- When in matters of intelligence services
- When in matters of immigration

We also limit access to your personal information to third-party services for the operation of our service. Under UK-GDPR, this access must be restricted to third parties from within the EU at least until the end of the interim period of 6 months (lasting until June 2021) in which the UK has entered since it exited the EU. During this period, unrestricted flow of data between UK and EU is permitted. Again, those third-parties processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

How long your personal information will be kept

We will hold your personal data collected for our Newsletter contact list until you express your will to have your data withdrawn from our database.

We will hold your personal data for the duration in which your Community Maps account is maintained.

Reasons we can collect and use your personal information

When you register as a user of Community Maps or when you are using our website, we seek your consent to the processing of your data as outlined above. We rely on this consent as the lawful basis on which we collect and use your personal data.

Your rights

Under the [EU-General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- Right to access: access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- Right to rectification: require us to correct any mistakes in your information which we hold
- Right to erasure: require the erasure of personal information concerning you in certain situations
- Right to restriction of processing: request to restrict the use of your information in certain circumstances, such as when you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it
- Right to data portability: receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- Right to object: object at any time to processing of personal information concerning you for direct marketing, object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Right to complain: right to complain to the [European Data Protection Board](#) if you have any grievance against the way we collect, use or share your information.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the EU European Data Protection Board on individuals rights under the EU General Data Protection Regulation](#).

Under the [UK-General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- Right to access: access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- Right to rectification: require us to correct any mistakes in your information which we hold
- Right to erasure: require the erasure of personal information concerning you in certain situations
- Right to restriction of processing: request to restrict the use of your information in certain circumstances, such as when you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it
- Right to data portability: receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations

- Right to object: object at any time to processing of personal information concerning you for direct marketing, object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Right to complain: right to complain to [the Information Commissioner's Office](#) (ICO) if you have any grievance against the way we collect, use or share your information.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the UK General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email (info@mappingforchange.org.uk), or write to us
- let us have enough information to identify you
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates.

You can find out if we hold any personal information about you by making a 'subject access request' under the UK 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.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination inside the European Economic Area ("EEA"). It may also be processed by staff operating inside the EEA who work for us or for one of our third-party service providers. 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 sites, 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.

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](#).

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 12th February 2021.

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 CIC retention periods

| Source | Time | Action required by you | Our action | Rationale |
|--|--------------|--|---------------------------------|--|
| Information collected through Google Analytics | 36 months | none - automatic | none | to enable analysis of website performance |
| Information contributed to Community Maps | indefinitely | users can delete their own contribution(s) | request actioned within 14 days | to enable maps to stay live and useful |
| Media contributed to Community Maps | indefinitely | request deletion of media | request actioned within 14 days | to enable map contributions to be supported with additional material to stay live and useful |
| Information collected on registering to use Community Maps | indefinitely | request deletion of account | request actioned within 14 days | to enable users to continue to use the maps |

| | | | | |
|---|--------------|-------------------------------|---------------------------------|---|
| Information collected when signing up to receive e-news | indefinitely | request removal from database | request actioned within 14 days | to enable communications to be sent regularly |
|---|--------------|-------------------------------|---------------------------------|---|

