




Document Title	Rangoli Radio Privacy Policy
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Director's signatures	

Radio Rangoli CIC (Trading name "Rangoli Radio") is committed to protecting your personal information and being transparent about what information we hold, whether you are a donor, volunteer, presenter or supporter. The purpose of this Privacy Policy ('Policy') is to give you a clear explanation about how the Rangoli Radio collects and uses the personal information (or personal data) you provide to us and that we collect, whether online, via phone, email, google forms, in letters or in any other correspondence or from third parties. Developing a better understanding of our supporters through their personal information allows us to fundraise more efficiently, which ultimately helps in the fight for every heartbeat.

We ensure that we use your personal information in accordance with the law. This Policy explains: What information the Rangoli Radio may collect about you; How we will use that information; Whether we disclose your details to anyone else; Your choices regarding the information you provide to us. If you have any queries about this privacy and cookies policy please contact
Via Post: Rangoli Radio, The HUB, White Rose Park, Millshaw Park Lane, Leeds LS11 0DL
Phone: +44 73 92 80 80 22 or
Email: info@rangoliradio.com

Changes to this Privacy Policy The Policy may change from time to time to reflect changes in the law or our practices. Please visit this website section periodically in order to keep up to date with the changes in our Policy.

Where we are the controller of the personal data that we keep and use, we are responsible for making sure that our systems, processes and team members comply with the relevant data protection legislation in respect of that personal data. In certain cases, we may act as a processor of personal data on behalf of others; in those circumstances, we will tell you who is the controller. We will comply with applicable data protection legislation (including, where applicable, the General Data

Protection Regulation (“GDPR”).

We will act in respect of personal data to comply with the six principles of data protection legislation, which are: • Lawfulness, fairness and transparency; • Purpose limitation; • Data minimisation; • Accuracy; • Storage limitation; • Integrity and confidentiality.

You have rights in respect of how your personal data can be processed; these include the right to request: • a copy of your personal data; • that inaccurate data is rectified; and • that your personal data is, in certain circumstances, erased or restricted. You have the right to complain to the Information Commissioner, which you can do by contacting the Information Commissioner’s Office (ICO) directly. Full contact details, including a helpline number, can be found on the ICO website (www.ico.org.uk).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

We collect and process data for the following reasons:

1. personal data collected and created in relation to broadcasting; and
2. personal data relating to people who have asked to receive our newsletters and other information services or marketing materials; and
3. personal data relating to our team members.

All of our team members are required to abide by our Privacy Policy when handling personal data, and are provided with appropriate data protection training. Any breach of data protection will be taken seriously, and may result in disciplinary action.

1. Our Broadcasting

COLLECTION: We may collect personal information which may include names, addresses, contact details including email addresses, of our listeners. We may collect this personal data from you directly, and also from third parties, including publicly available third party sources.

USE: We will use the personal data in connection with our broadcasting. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- in performance of a contract; and/or
- compliance with a legal obligation; and/or
- vital interests of the data subject; and/or
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal data in the following situations, which are likely to be less common:

- where we need to protect your interests (or someone else’s interests);
- where it is needed in the public interest or for official purposes.

DISCLOSURE: We may need to share your personal data with a regulator or otherwise to comply with the law. In respect of all disclosures of personal data, we will only share the personal information which is necessary for the particular purpose for which it is provided, or where we have another legitimate interest in doing so, and we will ensure that the personal data is appropriately protected.

RETENTION PERIOD: We will keep personal data only for as long as is necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements. Normally, our retention period for personal data collected for this purpose is a minimum of 6 years after the end of the period that we are providing services.

2. Our newsletters, other information services & marketing materials (“our Information”)

COLLECTION: We will collect information such as name, telephone and email address. We may collect this information from you (whether directly or via automated means such as our website) or from third parties.

USE: Personal data will be used to provide you with our Information that you ask for, or that we think is relevant to the preferences that you may have given to us. We may analyse what areas of information are of interest to you so that we can better target the Information that we provide. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances: • with your consent; and/or • in performance of a contract; and/or • where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

DISCLOSURE: We may share personal data with third parties in respect of the provision of our Information, including to third parties who provide services to us, including IT, website hosting, email delivery and other services. In respect of all disclosures of personal data, we will only share the personal information which is necessary for the particular purpose for which it is provided, or where we have another legitimate interest in doing so, and we will ensure that the personal data is appropriately protected.

RETENTION PERIOD: We will keep personal data only for as long as is necessary to fulfill the purposes for which we collected it. Any personal data that we have from you solely for the purposes of your receiving our Information will not be used once you have asked us to stop providing these to you (except to the extent that it is necessary to stop you receiving the Information).

3. Our team members

COLLECTION: We will collect names, addresses, email and other contact details, information on next of kin, photographs, information about your use of our communications and other systems and CCTV footage or other information obtained through electronic means. We may collect and use special categories of personal data as required in the carrying out of obligations and exercising specific rights of us or the data subject in relation to your working with us. This may include information relating to matters such as health, racial origin, religious belief and offences or alleged

offences. Personal data may be collected from you during the selection process (for example via your application form and CV) and during your working with us, or from third parties, including referees.

USE: We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- In performance of a contract with you; and/or
- compliance with a legal obligation; and/or
- vital interests of the data subject; and/or
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal data in the following situations, which are likely to be less common:

- where we need to protect your interests (or someone else's interests);
- where it is needed in the public interest or for official purposes.

In respect of all disclosures of personal data, we will only share the personal information which is necessary for the particular purpose for which it is provided, or where we have another legitimate interest in doing so, and we will ensure that the personal data is appropriately protected. In respect of special categories of personal data, we may process this in the following circumstances:

- in limited circumstances with your explicit written consent; and/or
- where we need to carry out our legal obligations and in line with our policies; and/or
- where it is needed in the public interest (such as for equal opportunities monitoring), and in line with our policies; and/or
- where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

The special categories of personal data may be used in the following ways:

- in relation to your physical or mental health, or disability status, to ensure your health and safety, and that of our other team members, in the workplace and to assess your fitness to work,;
- in relation to your race, national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

DISCLOSURE: Personal data may be transferred to service providers who support the operation of our radio station, to other third parties reasonably necessary in the running of our radio station (including insurers, professional advisors, regulators). These third parties may be acting as our processor, or as a controller of personal data in their own right. In respect of all disclosures of personal data, we will only share the personal information which is necessary for the particular purpose for which it is provided, or where we have another legitimate interest in doing so, and we will ensure that the personal data is appropriately protected.

RETENTION PERIOD: We will keep personal data only for as long as is necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

We will normally keep personal data of applicants who we do not take on for six months after we receive it. We will keep personal data of team members throughout the time that they are with us

and normally for a minimum of two years after they leave us.

4. Changes to your personal data It is very important that the personal information that we hold about you is accurate and current. Please tell us if your personal information changes during your relationship with us.

5. Data Security We have put in place measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those of our team members and other third parties who have a need to know. They will only process your personal data on our instructions and where they have agreed to treat the information confidentially and to keep it secure. We have put in place procedures to deal with any suspected data security breach and will notify you and the ICO of a suspected breach where we are legally required to do so.

6. Where we store your personal data We principally store data, both electronically and on file. Files are normally kept at our offices. The servers used for our electronic storage are in the UK. Personal data may be transferred outside of the EEA by processors acting on our behalf. For transfers to countries not considered adequate by the EC, we will ensure that personal data is adequately protected, as required by the data protection legislation.

7. Your rights Under certain circumstances, you have the right by law to request:

- access to your personal data. This enables you to ask to receive a copy of the personal data that we hold about you and to check that we are lawfully processing it.
- correction of the personal data that we hold about you.
- erasure of your personal data.
- Object to processing of your personal data where we are relying on our legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- restriction of processing of your personal data.
- transfer of your personal data to another party.

8. Links from our website Our website may, from time to time, contain links to and from the websites of third parties that we permit to make such links. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. We recommend that you check these policies before you submit any personal data to these websites.