

## Privacy Policy Statement

The Diversity Trust CIC is a “data controller” for the purposes of the Data Protection Act (1998) and the EU General Data Protection Regulation (2016/679), known as GDPR.

This means that we are responsible for, and control the processing, of your personal information. Below are your rights under this law, and how you can use them.

**Right to be informed:** We must provide you with a privacy notice to tell you how we are using your personal data, why we are using it and how long we are likely to use it for. Should you require a paper copy please contact the Diversity Trust by email [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) or write to us at PO Box 5189, Somerset BA6 0BN.

**Right of access:** You can ask us for access to any of the information we hold on you at any time by filling out a “SUBJECT ACCESS REQUEST FORM” available by emailing [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) or by calling 0844 800 4425 or by writing to PO Box 5189, Somerset BA6 0BN. Information will be given to you within one month of your request being received.

**Right to rectification:** you can change your personal data if it is inaccurate or incomplete. Please contact us if any of your personal information changes.

**Right to erasure:** you can ask us to delete or remove your personal data where there is no reason for us to keep it. Contact [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) to request this.

**Right to restrict data processing:** Under certain circumstances, you can ‘block’ us from using your personal data. We are then allowed to store your personal data, but nothing more.

**Right to complain:** You have the right to complain to a supervisory body ([Information Commissioners Office](https://ico.org.uk/)) if you feel

we have failed to meet our duties to you in any way in relation to your personal data.

**You maintain the right to withdraw consent at any time:**

Contact [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) or call 0844 800 4425 at any time to do so.

The information you have provided will be kept in accordance with our Confidentiality and Data Protection Policy which you can read online <http://www.diversitytrust.org.uk/about-us/>

If you require paper copies of any of our policy documents or statements please contact [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) or call 0844 800 4425 or write to PO Box 5189, Somerset BA6 0BN.

**No automated-decision making:** Automated decision-making takes place when an electronic system uses personal information to make decisions without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you. The Diversity Trust CIC does not carry out any automated decision-making.

Contact us: Please contact us to make any requests in relation to your rights, or if you have any other queries about the Data Protection Act, GDPR or you wish to view the Diversity Trust CIC's Data Protection Policy or Privacy Policy. Please contact our Data Protection Officer by email [info@diversitytrust.org.uk](mailto:info@diversitytrust.org.uk) or phone 0844 800 4425 or write to PO Box 5189, Somerset BA6 0BN.

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