

MIGRANT'S BUREAU

PRIVACY NOTICE

Last updated January 3, 2023

INTRODUCTION

The General Data Protection Regulations (GDPR) came into effect on 25 May 2018. Under the terms of GDPR, not only do organisations have to ensure that personal data is gathered legally and under strict conditions, but those who collect and manage it are obliged to protect it from misuse and exploitation, as well as to respect the rights of data.

GDPR requires that personal data shall be:

- processed lawfully, fairly and transparently.
- collected only for specific, explicit and legitimate reasons and not then used for any other purpose.
- adequate, relevant and limited to the explicit purpose.
- accurate and kept up-to-date.
- restricted in terms of the identification of individuals for only as long as necessary for the explicit purpose.
- processed in a way that ensures security against unauthorised or unlawful processing, disclosure, loss, destruction or damage.

The following privacy policy ("privacy policy") applies to all users of www.migrantsbureau.com and its associated websites, features, content, and any materials, apps, products and/or services (collectively, the "services"), which are owned and/or operated by MIGRANT'S BUREAU CIC and its affiliates (collectively, "Migrant's Bureau," "us" or "we").

Please read this policy so that you understand your rights in relation to your personal data and how we will collect, use and process your personal data.

If you do not accept this privacy policy or any part of it, do not use the services. When you use the services, you understand that we collect, use and disclose data and related information about you in various ways as outlined in the privacy policy.

ABOUT US

We are a Community Interest Company (CIC) based in the United Kingdom. As a CIC we operate and are designed as a social enterprise to work for community benefit utilising profits and assets for public good. MIGRANT'S BUREAU is a multi-disciplinary social design and urbanism practice. We build and design community spaces, playgrounds and housing with emerging technology with immigrant and migrant communities through our projects. We believe in the power of community and creating impactful projects to compliment public good.

WHY DO WE COLLECT YOUR DATA AND WHAT INFORMATION DO WE COLLECT?

We collect personal information that you voluntarily provide to us when you register on the Website, express an interest in obtaining information about us or our products and Services, when you participate in activities on the Website or otherwise when you contact us.

Personal data is often collected as part of co-design, engagement or urban research projects. At the point of data collection, a Privacy Note will be presented to ensure that data subjects are aware of the lawful basis for the collection and processing of the data, who the data will be shared with (where applicable), and their rights concerning the data being collected. Data subjects are required to confirm that they consent to their personal data being used for the purpose that has been stated. Copies of the paperwork relating to this active informed consent are stored securely within the relevant project folder on our server. Where relevant we will also provide the option to opt-in to be kept up-to-date with meetings and progress on the project, as well as any related events in the future. The GDPR sets the age when a child can give their own consent to data processing at sixteen. We will never collect personal data from children under the age of sixteen unless consent has been provided from a person holding parental responsibility.

Opting out of email marketing: You can unsubscribe from our marketing email list at any time by clicking on the unsubscribe link in the emails that we send or by contacting us using the details provided below. You will then be removed from the marketing email list — however, we may still communicate with you, for example to send you service-related emails that are necessary for the administration and use of your account, to respond to service requests, or for other non-marketing purposes. To otherwise opt-out,

PRIVACY BY DESIGN AND DEFAULT

Data protection and privacy issues are considered upfront in every situation relating to personal data. We ensure that privacy and data protection is a key consideration in the early stages of any project, and then throughout its lifecycle to ensure compliance with GDPR.

WHAT WE DO TO PROTECT PERSONAL DATA

As a CIC, MIGRANT'S BUREAU is exempt from ICO. MIGRANT'S BUREAU will comply with Article 32 of the GDPR, which refers to the security of processing of personal data. The level of security of data storage is assessed on a project-by-project basis and is appropriate to the risks presented by processing the data including the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

All data held by MIGRANT'S BUREAU is stored securely and electronically on our company server, which is password-protected as well as being backed up regularly to reduce the risk of data loss and ensure the timely restoration of access to the data in the event of a technical incident.

All MIGRANT'S BUREAU team have signed our internal Privacy Policy to confirm they understand their obligations under the GDPR concerning the confidentiality of personal data that they may come into contact with.

DO NOT TRACK SIGNALS

Your browser settings may also allow you to transmit a "Do Not Track" signal when you visit various websites. Like many websites, our Services are not designed to respond to "Do Not Track" signals received from browsers. To learn more about "Do Not Track" signals, you can visit <https://www.allaboutdnt.com>

If you are not happy with the way that we use cookies then you should disable cookies in accordance with your specific browser's capabilities, delete cookies once you have visited the Services using your browser's anonymous usage setting (e.g. Incognito or 'private browsing' in Chrome, Firefox, Brave and Safari etc).

WHO PERSONAL DATA MAY BE SHARED WITH

Personal data will only ever be shared with organisations specified in the Privacy Note presented at the point of data collection, for example the council or local authority for whom we are processing the data. Personal data will never be passed onto any third party or used in any other way outside of that which has been specified. Findings resulting from the data we have processed will only be shared publicly in aggregate with specific data points anonymised.

HOW LONG WE KEEP PERSONAL DATA

In accordance with Article 5 of the GDPR, personal data will be kept for no longer than is necessary. Personal data relating to engagement projects will be deleted or anonymised six months after the completion of the project.

Contact information that we may use for marketing purposes (to keep individuals or organisations informed about projects we are working on or to invite them to events we are hosting) will be kept securely on our server until such time as we are notified that they no longer wish us to retain this information.

GDPR AND BREXIT

The UK left the EU on 31 January 2020, but although the EU GDPR no longer applies directly in the UK, organisations must continue to comply with its requirements as the Data Protection Act 2018 enacts the EU GDPR's requirements in UK law.

The UK government has issued the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020 which amends the Data Protection Act 2018 and merges it with the requirements of the EU GDPR to form a data protection regime that works in a UK context post-Brexit.

This new regime is known as 'UK GDPR'. As there is very little material difference between the EU GDPR and the UK GDPR, organisations that process personal data must continue to comply with the requirements of the EU GDPR. Any and all personal data stored by MIGRANT'S BUREAU is compliant with current data protection legislation in the UK and measures are in place to ensure that data subjects can continue to access their data in the event that data adequacy between the EU (including EEA countries) and the UK ceases to exist.

RIGHT TO NON-DISCRIMINATION FOR THE EXERCISE OF A CONSUMER'S PRIVACY RIGHTS

We will not discriminate against you if you exercise your privacy rights.

CONTACTING US

Any queries regarding the information we hold or our privacy practices, can be submitted by contacting us at: contact@migrantsbureau.com and we will aim to respond within 30 days.



MIGRANT'S BUREAU CIC
Registered in England &
Wales