



# Privacy Policy

## 1. Introduction

Rural Community Council (Leicestershire & Rutland) ("RCC", "we", "our", or "us") is a registered charity operating in Leicestershire and Rutland. We are committed to protecting your personal data and handling it responsibly, transparently, and in accordance with the law.

This Privacy Policy explains how we collect, use, store, and protect personal information in line with:

The UK General Data Protection Regulation (UK GDPR)

The Data Protection Act 2018

Charity Commission guidance

Fundraising regulations (where applicable)

## 2. Who We Are

The RCC is a registered charity in England and Wales.

Registered Office:

The Atkins, Lower Bond Street, Hinckley, LE10 1QU

Email: [info@ruralcc.org.uk](mailto:info@ruralcc.org.uk)

Telephone: 0800 772 0045

For the purposes of data protection law, RCC (Leicestershire & Rutland) is the Data Controller. The charity's Board of Trustees has overall responsibility for ensuring that personal data is handled in compliance with legal requirements and Charity Commission guidance.

### **3. Our Charitable Purpose**

We process personal data to further our charitable objects and deliver our charitable activities, which include helping disadvantaged people and communities across Leicestershire, Rutland and surrounding rural areas.

Processing personal data enables us to fulfil our charitable duties and comply with regulatory requirements.

### **4. The Information We Collect**

We may collect and process the following categories of personal data:

#### **a. Members, Supporters, Donors and Funders**

Name and contact details  
Gift Aid declarations  
Communication preferences

#### **b. Service Users and Beneficiaries**

Name and contact details  
Information relevant to service delivery  
Participation records  
Feedback and outcomes data

#### **c. Volunteers and Trustees**

Name and contact details  
DBS checks (where required)  
Data relevant to role

#### **d. Employees and Applicants**

Name and contact details  
Application details, employment history, and CVs  
Data relevant to role  
Payroll and pension information  
Right to work documentation  
DBS checks (where required)  
ID documents

#### **e. Special Category Data**

Where necessary and lawful, we may process sensitive data such as:

- Health information
- Ethnicity
- Disability status
- Safeguarding-related information

We only process this data where:

- You have given explicit consent
- It is necessary for safeguarding purposes
- It is required by law
- It is necessary for employment or social protection law; or
- It is in the substantial public interest

### **5. How We Collect Information**

We collect information when you:

- Sign up as a member
- Join our mailing list
- Participate in one of our projects
- Register for events or training
- Volunteer or apply for a paid role
- Donate or support our fundraising activities
- Complete forms on our website
- Contact us by phone, email, social media, or post
- Participate in surveys or consultations

We may also receive information from:

- Local authorities
- Funding bodies
- Partner/other organisations
- Publicly available sources

## **6. Lawful Bases for Processing**

Under UK GDPR, we rely on the following lawful bases:

- Legitimate Interests – To carry out our charitable activities and governance responsibilities.
- Contract – Where processing is necessary to fulfil a contract (e.g., employment, service delivery).
- Legal Obligation – To comply with Charity Commission requirements, HMRC regulations (including Gift Aid), safeguarding duties, and other legal obligations.
- Consent – Where you have given clear permission (e.g., marketing communications).
- Public Task – Where delivering services in partnership with statutory bodies.

## **7. How We Use Your Information**

We use personal data to:

- Deliver charitable services and programmes
- Communicate with our members, supporters, funders, and partners
- Assess funding applications
- Monitor impact and outcomes
- Manage donations and process Gift Aid claims with HMRC
- Communicate with supporters and stakeholders
- Recruit and manage staff and volunteers
- Comply with Charity Commission and HMRC requirements
- Maintain governance records
- Report to funders
- Manage safeguarding concerns

Where serious safeguarding incidents occur, we may be required to share relevant information with appropriate authorities and report serious incidents to the Charity Commission in line with regulatory guidance.

## **8. Fundraising and Communications**

If we carry out fundraising activities, we comply with:

- The Fundraising Regulator's Code of Fundraising Practice
- UK GDPR

We will only send marketing communications where:

- You have consented; or
- We are legally permitted to do so.

You can withdraw consent at any time by contacting us or using the unsubscribe option in our communications.

## **9. Sharing Your Information**

We do not sell your personal data.

We may share information with:

- The Charity Commission (where required)
- HMRC (e.g., for Gift Aid claims)
- Funding bodies (to meet reporting requirements)
- Partner organisations delivering joint projects
- Professional advisers (e.g., auditors, insurers)
- Payroll and pension providers
- IT and cloud service providers
- Law enforcement or safeguarding authorities

All third parties are required to respect the security of your data and process it lawfully.

## **10. Data Security**

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure IT systems
- Encrypted and password-protected devices
- Access controls
- Staff and trustee training
- Confidentiality obligations
- Secure disposal of paper and electronic records

Trustees oversee data protection compliance as part of their governance responsibilities.

## **11. Data Retention**

We retain personal data only for as long as necessary for:

- Delivering our charitable purposes
- Meeting Charity Commission record-keeping requirements
- HMRC and Gift Aid compliance
- Safeguarding obligations
- Employment and contractual requirements

Retention periods vary depending on the type of data and legal requirements.

## **12. International Transfers**

We do not routinely transfer personal data outside the UK. If we use service providers based outside the UK, we ensure appropriate safeguards are in place in accordance with UK GDPR.

## **13. Your Rights**

Under data protection law, you have the right to:

- Access your personal data
- Correct inaccurate or incomplete data
- Request erasure (where applicable)
- Restrict processing
- Object to processing

- Data portability (where applicable)
- Withdraw consent at any time

To exercise your rights, contact:

Sam Howlett – [showlett@ruralcc.org.uk](mailto:showlett@ruralcc.org.uk)

We will respond within one month.

## **14. Complaints**

If you have concerns about how we handle your personal data, please contact us first.

You also have the right to complain to:

Information Commissioner's Office (ICO)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

## **15. Changes to This Policy**

We may update this Privacy Policy from time to time to reflect legal, regulatory, or operational changes. The most current version will always be available on our website.

**Rural Community Council (Leicestershire & Rutland)**

**Registered Charity number 1077645 | Company Registered in England and Wales number 3665974 | The Atkins, Lower Bond St, Hinckley, LE10 1QU**

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