

Privacy Policy - Greater Manchester Hazards Centre (GMHC) / Hazards Campaign (HC)/ Families Against Corporate Killers (FACK)

Greater Manchester Hazards Centre (GMHC), the Hazards Campaign (HC) and Families Against Corporate Killers (FACK) aims to process information about you fairly, lawfully, and in a transparent manner. This policy relates specifically to our collection and use of personal information of supporters, partners and website users for the purposes of running our not-for-profit organisation. Greater Manchester Hazards Centre (GMHC) is the secretariat to the Hazards Campaign (HC) and Families Against Corporate Killers (FACK) therefore this policy applies to GMHC and the two associated campaigns – the Hazards Campaign and Families Against Corporate Killers.

Greater Manchester Hazards Centre is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy policy.

It is important that you read this policy, together with any other privacy policy or notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Our contact details

Name: Greater Manchester Hazards Centre (includes the Hazards Campaign and Families Against Corporate Killers)

Address: Greater Manchester Hazards Centre, Unit 2, Wesley Centre, Royce Rd, Manchester M15 5BP (UK)

Telephone Number: 0161 884 4229

Email: mail@gmhzards.org.uk

GMHC Web address: <https://gmhzards.org.uk>

Hazards Campaign Web address: <https://www.hazardscampaign.org.uk>

FACK Web address: <https://gmhzards.org.uk/index.php/fack>

The type of personal information we collect

We currently collect and process the following information:

Personal identifiers, contacts and characteristics such as name, title, addresses, telephone numbers, and work or personal email addresses, trade union branch / region, workplace, GMHC events, campaigns and groups attended, additional support need (for GMHC managed events only) and your

email preferences; details of donations and/or affiliations to GMHC you have made and financial information such as method of payment and card details; contributions to GMHC events

Details of any correspondence you have with us including any interaction you have with us on our social media platforms; details of any complaints you have made; recruitment information (including copies of right to work documentation processed either by Greater Manchester Hazards Centre or via a third party processor, references and other information included in a CV or cover letter or as part of the application process);

Photographs and video at GMHC managed events;

For visitors to our websites in addition to the above, we may collect:

technical data, such as your IP address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our website; profile details such as your requests, preferences, feedback and survey responses.

Additionally, from time to time GMHC carries out surveys along with the Hazards Campaign to help us better understand the needs and vies of our supporter base. For recruitment and volunteering purposes and with your consent we may request diversity related information including some or all of the following information: Gender identity; sexual orientation; ethnicity; religion; disability status.

We may also request information about your support needs for GHMC managed events, including any medical conditions to ensure your safety and a positive experience.

How we collect your personal information

Most of the personal information we process is provided to us directly through interactions with you and/or by automated technologies during your interactions with one of the following websites:

Greater Manchester Hazards Centre website including the Hazards affiliation form (linked to Peoples Fundraising)

Hazards Conference booking form;

Hazards Campaign website;

Training Safe app;

As you interact with our websites, we will automatically collect technical data about your equipment, browsing actions and patterns. We do not collect any personal data by using cookies and other similar technologies. Supporters are asked to 'opt-in' to receive information about a campaign or participate in a GMHC event or group by providing some or all the personal information listed above.

Supporters will also be asked if they wish to receive our email news updates, giving more information on our other work. Supporters will 'opt-in' to receive these email news updates. You can ask us to

stop sending you these updates at any time by following the unsubscribe links on any communications we send to you or by contacting us at any time.

Legal basis for using your personal information

We will only use your personal information when the law allows us to. Your personal information is processed for one of the following reasons under data protection law:

We may also use your personal information in the following situations, which are likely to be rare:

Where we need to comply with a legal obligation;

Where we need to protect your interests (or someone else's interests);

Where it is needed in the public interest.

How we use your personal information

The situations in which we will process your personal information are:

Volunteer administration in support of our various GMHC managed events/ campaigns;

Registering you as a supporter or affiliate;

Compiling, sorting and updating lists of all supporters of a campaign;

Compiling, sorting and updating the list of supporters signed up to receive our email news updates;

Contacting you with email updates on our campaigns;

Contacting you with our email newsletter, where you have signed up to receive this

Administering your donation, event booking or affiliation;

Analysing data to better understand our supporter base, to help us formulate strategies to encourage representative support across the whole of society;

Keeping a record of your correspondence with us;

Responding to any request, complaint or query you make to us;

Managing our events, groups or meetings;

Processing any feedback you make to our health and safety awards schemes;

Administering and protecting GMHC on our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data);

Using data analytics to improve our website usage and experiences;

Analysing email engagement to monitor the relevance of emails we send and support GMHC administration.

Artificial intelligence (AI)

We use AI to transcribe meeting conversations when recording meetings and may use it in our recruitment process to review answers provided by candidates during the application process, but we do not use AI to make automated decisions about individual candidates and remove all identifying information.

How we may share your personal information

We will share your personal information with third parties where required by law, where it is necessary to administer our relationship with you or where we have another legitimate interest in doing so.

Where necessary or required, we may share your personal information as follows:

With organisations under the GMHC brand (Hazards Campaign and FACK)

Third-party service providers (including contractors and designated agents), in connection with services performed on our behalf and to process data in support of our purposes listed above, for example:

Provision of web support websites and programme web portals;

Recruitment applicant tracking and recruitment administration;

Customer Relationship Management for processing contact information to facilitate internal administration and reporting, and external communication;

To monitor how our websites and web pages are used by visitors to our sites;

To provide on-line training;

To process order information for items we supply.

With government bodies and law enforcement agencies;

With our insurers and legal advisers;

With our auditors and accountants;

With survey and research organisations;

With our funding providers for GMHC managed events/ training;

This list is not exhaustive as there are other circumstances where we may also be required to share information, for example:

To meet our legal or regulatory obligations;

In connection with legal proceedings (or where we are instructed to do so by Court order).

Our relationships with third party service providers are governed by contractual provisions with us and they only have access to personal information to perform the described purposes and may not use it for other purposes.

How we store your personal information

For email subscribers your name and email address are securely stored within the third-party providers databases (Mail Chimp and Microsoft Forms) which may be based outside the UK and EEA so their processing of your personal data will involve a transfer of data outside the UK and EEA. For Mail Chimp compliance with the UK and European Economic Area (EEA) GDPR see <https://mailchimp.com/help/mailchimp-intuit-privacy-faq> For Microsoft Forms see <https://support.microsoft.com/en-US/Forms/faq/gdpr-information>

For the third party organisation, Peoples Fundraising which is used for GMHC affiliate data see: <https://www.peoplesfundraising.com/privacy-policy>

Other GMHC related websites are, Hazards Campaign website, Families Against Corporate Killers (FACK) website and Toxic Use Reduction website may in future collect analytics data but do not collect or hold personal data and are primarily for user education and information only.

Whenever we transfer your personal information out of the UK and EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

We will only transfer your personal information to countries that have been deemed to provide an adequate level of protection for personal information.

Where a recipient country outside the UK and European Economic Area (EEA) does not have adequate levels of protection, we will take the necessary measures to protect the personal data transferred (i.e. use of International Data Transfer Agreements or Standard Contractual Clauses established by the European Commission under EU GDPR to safeguard personal data transfers from the EU (or EEA)).

Where there is a specific exemption under data protection law which will permit us to make the transfer outside the UK and EEA.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the UK and EEA.

How long we keep your personal information

We will only retain personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

The tables below outline the data that could be held by Greater Manchester Hazards Centre, the retention period and the reason for the retention period.

Where personal data is held, this will be processed in accordance with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Where a subject access request is received, personal data held by Greater Manchester Hazards Centre will be made available in line with our Subject Access Request Policy, where that data is still within the relevant retention period and has not been deleted.

Where data is held electronically it will be deleted in such a way that it cannot be retrieved by simply undoing a previous action or restoring items. Any backup copies will be similarly destroyed.

Paper copies of information will be shredded.

Privacy policy retention table

Your data protection rights

Under data protection law, you have rights including:

Your right of access - you have the right to ask us for copies of your personal information;

Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;

Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances;

Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances;

Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances;

your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not generally required to pay any charge for exercising your rights. If you make a request, we generally have one month to respond to you, unless we have a legal ground to extend this deadline. Please note, there are some specific circumstances where these rights do not apply and we can refuse to deal with your request.

Your right to withdraw consent

In the circumstances where you have provided your consent to the processing of your personal information, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us using the contact details above. Once we have received notification that you have withdrawn your consent, we will no longer process your information for

the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

You can ask us to stop sending you email updates at any time by following the unsubscribe links on any communications we send to you or by contacting us at any time.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the GMHC Management Board (Data Protection) at: mail@gmhzards.org.uk or by writing to us at: Unit 2, The Wesley Centre, Royce Rd, Manchester M15 5BP (UK)

You can also contact us by telephone Number on 0161 884 4229

If you are unhappy with how we have used your data you can also complain to the Information Commissioner's Office. The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this Privacy Policy

We reserve the right to update this privacy policy at any time. We may also notify you in other ways from time to time about the processing of your personal information.

Greater Manchester Hazards Centre logo (see document header)

Greater Manchester Hazards Centre is a not for profit organisation located at Unit 2, The Wesley Centre, Royce Rd, Manchester M15 5BP (UK)