

EMAIL PRIVACY NOTICE

1. Introduction

This privacy notice explains what personal information is collected when you engage with us via email, what it is required for and who it is provided to.

The notice also describes why Eastlands Trust requires your data, and the legal basis on which it does this.

It provides additional information that specifically relates to this particular aspect of our service, and should be read together with the Eastlands Trust corporate privacy notice, which provides more detail on the questions below. Click here to read our general corporate privacy notice <https://mcractive.com/policies/Corporate-Privacy-Notice.pdf>.

2. What kinds of personal information does this service use?

When someone signs up for our e-newsletter, then we collect the following information about that person:

- Name
- Email address

Within that correspondence, if you provide it to us, we will also collect other personal information about you if it is relevant to your communication, for example:

- Address
- Date of birth
- Gender

Within that correspondence, if you provide it to us, and it is relevant to your communication, we will also collect the following 'special category' personal information:

- Ethnicity
- Health-related information

3. What is your personal information is used for?

Eastlands Trust does this this to be able to communicate with you knowledgably and ensure that we are able to answer any questions or queries that you have contacted us about.

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with our policies. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Eastlands Trust

Head Office: c/o National Squash Centre & Regional Arena,
Etihad Campus, Gate 13, Rowsley Street, Manchester M11 3FF

Company Registration no.: 03747112

4. What is the lawful basis we are relying on to use personal information?

We collect and use this information under provisions contained in the General Data Protection Regulation, Article 6. Specifically we collect the information referred to in paragraph 2 above under the requirements of the legitimate interests of the controller, as we legitimately need these details in order to communicate with you knowledgeably on the point you have emailed us about.

Where you have provided any information that is classed as 'special category' personal information referred to in paragraph 2 above, we also collect that information under Article 9 of the General Data Protection Regulation, in that you have given us your explicit consent to process that particular personal information.

5. Where has your personal information come from?

You will have provided the information to us directly by emailing us.

6. Who will we share your personal data with?

Your personal data is shared securely with the following organisations where it is both necessary and appropriate to do so:

- a. Manchester City Council (as a joint data controller of your personal information)

7. What rights do you have in relation to your personal information?

To read about what rights you have regarding the personal information used for this service, please click here <https://mcractive.com/policies/Corporate-Privacy-Notice.pdf>.

8. How to contact us

If you have any questions or concerns about how Eastlands Trust uses your personal information, please contact the Trust by email or post:

Email: dataprotection@eastlandstrust.org

Post: Head Office, National Squash Centre, Etihad Campus Gate 13, Rowsley Street, Manchester M11 3FF.

9. Complaints or queries

If you have any concerns about the way Eastlands Trust processes your personal information, you have the right to complain to the Information Commissioner's Office. The contact details are:

0303 123 1113 (Local rate)

casework@ico.org.uk

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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