The Canddo Project CIC

General Data Protection Regulations (GDPR) policy



**We The Canddo Project CIC currently collect and process the following information:**

* Personal Identifiers, Contacts and Characteristics (ie: Name and Contact Details)

**How we get the personal information and why we have it?**

All the personal information we process is provided to us directly by you for one of the following reasons:

* To contact yourselves about our opportunities
* To provide you with our policy documents
* To provide us with contact(s) in case of emergencies

**We use the information that you have given us to:**

* Tailor the experiences that we provide

**We may share this information with:**

* Funding bodies

Under the General Data Protection Regulations the lawful bases we rely on for processing this information are:

* We have a legal obligation

**How we store your personal information:**

Your information is stored securely on our files. We keep your personal information for 12 months, We will then dispose of your information by deletion of all files.

**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 required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at canddo.project@outlook.com if you wish to make a request.