

Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers
 - name and contact details – phone number, email address, postal address
 - employee data

How we get the personal information and why we have it

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

- employment
- volunteering
- obtaining services

We use the information that you have given us in order to

- pay your wages
- contact you for assistance in our activities
- tell you about meetings or other activities that are taking place
- arrange for you to do work for us

We may share this information with HM Revenue and Customs and NEST Pensions as part of our legal responsibility.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. (You are able to remove your consent at any time. You can do this by contacting the Data Controller (see end of document)
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep employment records for six years after the end of the employment. Other contact details are kept for twelve months after contact has ceased. Paper records are shredded, and electronic data is deleted.

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.

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- Your right to object to processing - You have the 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 the address below if the address below if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the address below.

You can also complain to the ICO if you are unhappy with how we have used your data.

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>

Our contact details

Data Controller Company Secretary
Address: CANDI, 31 Market Street, Cinderford, GL14 2RT
E-mail: cosec@candi.email

Document control

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Next review	9 June 2026