



Privacy Statement (Pat Chown Award Submissions)

Identity and Contact details of Data Controller

Community Housing Cymru (CHC) is an umbrella body of housing associations in Wales. As an organisation, we seek to:

- Influence government policy
- Support and promote the work of our members
- Be a voice for the sector

Our details:

Community Housing Cymru
2 Ocean Way, Cardiff, CF24 5TG
www.chcymru.org.uk
02920674810
privacy@chcymru.org.uk

We are a Registered Charity (1128527) and a Registered Data Controller (ZA334456).

Data collected and purpose of processing

As an organisation, we will only hold the information that is essential for us to carry out a fair shortlisting process.

As such, we will only collect the following information from you:

- Contact Name
- Project Name
- Phone Number
- Email
- Submission Form
- Supporting materials (pictures, project website, other links)

Some of this information may be shared with the sector to ask for their help in choosing a winner. The information may be divulged via our website, weekly newsletter, email campaigns and our online magazine Cartref.

Legal basis for processing

We hold this information under the Article 6 of the GDPR, for processing under legitimate interests. It is in the mutual interests, both of our organisation and your project, for us to hold and use the data you submit.

As part of the shortlisting process, we will share some of the information from the project, including your name and organisation, with our members. If you do not wish for your name to be included in the summary that will be sent out to the sector, you are entitled to request for the entry to remain anonymous. Please contact privacy@chcymru.org.uk to discuss this further.



Recipients or categories of recipients

The Admin Assistant will be the direct recipient of the applications, and these will be sent to them preferably in an electronic version. The Admin Assistant will save these to a secure folder with limited access on the internal network and will keep a copy on their email.

All applications will be reviewed by the members of the judging panel.

Retention Period or criteria applied

All submissions will be saved to the secure internal drive, which has restricted access to only certain members of the CHC team, and will only be printed off for the shortlisting process. Applications will not be discussed amongst the judges except during the process of shortlisting.

All applications will be stored up to 6 months after the shortlisting date, as well as any notes made during the shortlisting process.

It is also essential for us to hold information on the project's contact for the 18 months following the initial submission, so that we can keep them informed about the results of the shortlisting process and follow up on the development of the winning initiative. We may keep the details of the projects for up to 3 years, but not the project's contact personal details.

Individual rights under GDPR

Under GDPR, every data subject has the following rights:

- **Access** – every data subject is entitled to request any information which is processed by our organisation. Please contact privacy@chcymru.org.uk with the subject title '**Subject Access Request**'. We will require you to provide two pieces of ID to ensure that we are giving the information to the right person. We will respond to your request within one month. There is no charge for a subject access request, but repeated and burdensome requests may incur a charge.
- **Rectification** – you, as the data subject, have the right to have any inaccurate data held on you updated without delay. Please contact privacy@chcymru.org.uk with the subject title 'Data Rectification' and we will deal with your enquiry within 10 working days.
- **Erasure** – if you request for us to delete your information, we will do so. Please contact privacy@chcymru.org.uk with the subject title '**Data deletion**' and we will deal with your enquiry within 10 working days.
- **Restriction of processing** – you are entitled to restrict what we use your data for. Please contact privacy@chcymru.org.uk with the subject title '**Data Processing Restriction**' and we will deal with your enquiry within 10 working days.
- **Object to processing** – you have the right to object to our processing of your data at any point. If you no longer wish for us to hold data on you, then please contact



privacy@hcymru.org.uk with the Subject line '**Objection to Processing**' and we will deal with your enquiry within 10 working days.