

Privacy Policy for Crafting for Communities

Last updated: August 2026

Crafting for Communities (“we”, “our”, “the charity”) is committed to protecting your personal information and respecting your privacy. This policy explains how we collect, use, store and protect your data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Crafting for Communities is a community crafting charity based in Stourbridge, West Midlands

1. Who We Are

Crafting for Communities, 221 Hagley Rd, Stourbridge DY8 2JP

Email: Hello@cforc.co.uk

Registered charity number: 1194136

We act as the **Data Controller** for the personal information you provide to us.

2. What Information We Collect

We may collect the following types of personal data:

- **Contact details** – name, email address, phone number, postal address
- **Membership information** – volunteer details, attendance records, emergency contact information
- **Event participation** – booking details, accessibility needs, photographs or videos (only with consent)
- **Financial information** – donation records
- **Website data** – cookies, IP addresses, and browsing behaviour (if applicable)

We only collect information that is necessary for the charity’s activities.

3. How We Use Your Information

We use your personal data to:

- Manage membership, volunteering and participation in charity activities
- Communicate event details, updates and opportunities
- Process donations
- Maintain safety and safeguarding records
- Improve our services and community engagement
- Comply with legal or regulatory obligations

We will **never** sell your data or share it with third parties for marketing.

4. Legal Basis for Processing

We process personal data under one or more of the following lawful bases:



- **Consent** – when you agree to receive communications or allow photographs
- **Contract** – when you sign up as a volunteer or member
- **Legal obligation** – for financial reporting or safeguarding requirements
- **Legitimate interests** – running events, improving services, managing the charity's operations

5. Sharing Your Information

We may share your data only when necessary:

- With service providers (e.g., email platforms, payment processors)
- With safeguarding or emergency services if required
- With funding bodies when anonymised data is needed for reporting

All third parties must comply with UK GDPR and protect your information.

6. How We Store and Protect Your Data

We take appropriate technical and organisational measures to keep your data secure, including:

- Password-protected systems
- Restricted access for authorised volunteers or trustees
- Secure storage of paper records
- Regular data reviews and deletion of outdated information

7. How Long We Keep Your Data

We keep personal data only as long as necessary:

- Membership and volunteer records: up to 3 years after last activity
- Donation records: up to 6 years (legal requirement for financial accounting)
- Event photos: until consent is withdrawn
- Emails and enquiries: up to 12 months

When data is no longer needed, it is securely deleted or destroyed.

8. Your Rights

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request deletion of your data ("right to be forgotten")
- Withdraw consent at any time
- Object to certain types of processing



- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

ICO website: www.ico.org.uk

9. Cookies and Website Use

If our website uses cookies, we will provide a clear cookie notice explaining:

- What cookies are used
- What they track
- How you can manage or disable them

10. Photography and Media

We will always ask for consent before taking or using photographs or videos of individuals at events. You can withdraw consent at any time by contacting us.

11. Contact Us

If you have questions about this privacy policy or wish to exercise your rights, please contact:

Crafting for Communities

Email: Hello@cforc.co.uk

Address: 221 Hagley Rd, Stourbridge DY8 2JP

