

Unknown Macc CIC | Privacy Notice

Last updated: 22 September 2026

Who we are

Unknown Macc CIC runs DJ sessions and community projects. We are responsible for the personal information we collect for these activities. Contact: unknownmacc@hotmail.com.

What we collect and why

We collect participant names, ages or dates of birth, booking and contact details, attendance and session feedback to organise sessions and evidence our funded work. For under-18s we also collect parent/guardian details, emergency contacts and collection permissions. We ask about allergies and relevant support needs to provide refreshments safely and support participation. We record safeguarding concerns where necessary. Photos and identifiable testimonials are optional.

Our reasons for using information

For bookings, session delivery, safety arrangements and ordinary project records, we rely on our legitimate interests in running and evaluating our community activities, balanced against participants' rights. We use information to meet legal obligations when a law requires it. We use consent for optional identifiable publicity. Allergy and health-related support information receives additional protection: where we rely on explicit consent, we use it only for the stated food-safety or support purpose, and you may withdraw that consent. In a serious emergency, or where safeguarding requires action, we may use or share necessary information without waiting for consent where another lawful basis and applicable additional condition allow it.

Who sees it

Only authorised staff, safeguarding leads and tutors see information necessary for their work. We use access-controlled Google Forms and Drive. We may share necessary information with emergency services, safeguarding authorities, delivery partners or funders where appropriate and lawful. We normally give funders attendance totals and outcomes rather than identifiable participant details. We do not sell personal information.

Photos and feedback

We use identifiable photos, video or named testimonials for publicity only with appropriate permission. Saying no does not affect participation. Permission can be withdrawn for future use; material already published may not always be retrievable.

Keeping it safe and how long

We restrict access and keep information only while needed. We review and remove or anonymise routine contact, allergy and support information when it is no longer required. Records that form part of our National Lottery project evidence are kept for seven years after the project ends, where required by our grant agreement; this does not mean every medical or contact detail is automatically kept for seven years. Safeguarding records may need separate retention in line with their purpose and applicable requirements.

Your choices and rights

You can ask for access or correction and, in certain circumstances, deletion, restriction or objection. You can withdraw consent where we rely on it, without affecting earlier lawful use. Contact unknownmacc@hotmail.com. You can also complain to the Information Commissioner's Office: ico.org.uk.

Updates

We will update this notice if our activities or handling of information change. The current notice will be available on our website.