

Niburu Recordings Ltd

Privacy Notice

April 2026

Niburu Recordings Ltd is committed to protecting your personal information and respecting your privacy.

This notice explains when and why we might collect personal information from you and how we will store and use that information.

Who are we?

We are a not-for-profit organisation, registered as a company limited by guarantee (01545531).

Our registered address is Unit 24 Enfield Enterprise Centre, 26-28 Queensway, Ponders End, Enfield, Middlesex EN3 4SA.

We provide community based social and learning opportunities. We employ staff and provide volunteering opportunities.

How do we collect information from you?

We may collect and process the following data about you:

- Information you provide to us, such as when you fill in a form, get in touch by email or phone, give us feedback or speak to us at an event.
- We may also receive information about you if you use the services of certain third parties, e.g. Enfield Council, where their privacy policy allows the sharing of information with third parties.

What type of information do we collect?

- We may use the following information for the purposes set out in this privacy notice, depending on the nature of our relationship with you.
- We will hold contact details such as your name, email address, phone number and other information relevant to the services that we provide.
- We may collect details of your interactions with us at meetings, on social media, and correspondence via email or telephone.
- We might add to the above information with information received from other organisations, e.g. Enfield Council. This may include your name, date of birth, gender, ethnicity and details of any reasonable adjustments you may require.

How might we use your information?

We may use your information to:

- Fulfil any agreements we have made, whether with you as an individual or with our funding organisations.
- Process a job application.

- Communicate with you in a relevant manner.
- Personalise our communications with you to ensure your specific communication needs are met.
- Notify you about changes to our services.

Grounds for processing

We may process information on the following grounds:

- Where processing is necessary for the performance of a contract. For example, when we undertake monitoring and quality assurance as required by our funders, e.g. Enfield Council.
- Where processing is with the consent of the natural person. For example, where you have indicated that you wish to receive information from us.
- Where processing is in the legitimate interests of the controller, or a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the natural person. For example, where we are required to make information about our services available, particularly, but not limited to, cases where there is a regulatory requirement.

What might happen if you choose not to give us your information?

- You have the right to decide whether to supply your information or not.
- We have a regulatory requirement to hold certain information about individuals involved in the delivery of our services and some of our services also require that we hold contact information for named individuals.
- This information may be provided when applying to attend our services, when employed by our organisation, or when undertaking volunteering opportunities within our organisation.
- Failure to supply this information may mean that we are unable to offer placements on our services and/or you may not be able to work with us.

Who has access to your information?

- We will not sell or rent your data to third parties.
- We will not share your data with third parties for marketing purposes.
- We may be required to share your information if we are under a duty to disclose or share your personal information to comply with a legal obligation or as required by the relevant regulator.

Where is your information stored?

- Your data will be stored electronically on company devices and remains compliant with GDPR.
- The data we collect from you will not be transferred to a third party outside of the circumstances described in this notice.

How long will we keep / delete your information?

- We will retain your information for as long as it remains legitimately relevant to the purpose for which it was collected, or upon request from the individual.
- As a general guide, employee and volunteer records are retained for up to 6 years after the end of the relationship, and service user records for up to 3 years, unless a longer period is required by law or our funders.
- Your information will be permanently deleted from all locations once the retention period has ended, or at the request of the individual where we are legally able to do so.

Young people under the age of 18

- We do not knowingly collect personal data from children under the age of 18.
- If you are under the age of 18, please do not submit any personal data through our services.
- We encourage parents and legal guardians to instruct their children never to provide personal data without their permission.
- If you have reason to believe that a child under the age of 18 has provided personal data to Niburu Recordings Ltd without permission, please contact us and we will endeavour to delete that information from our databases.

How can you access and update your information?

- You have the right to withdraw or change the consent you have given us, and you also have the right to object to processing for legitimate interests.
- The accuracy of your information is important to us. If you have changed your email address or believe any of the other information we hold about you may be inaccurate or out of date, please let us know.
- You have the right to ask for a copy of the information Niburu Recordings Ltd holds about you (a Subject Access Request). We will respond within one calendar month in accordance with UK GDPR.
- We will need to verify your identity as part of this process and may require a copy of a form of photographic ID to do this.

To access or update your information, or to submit a Subject Access Request, please contact:

Colin Francis

Email: infoniburu@gmail.com

Who can you contact if you wish to make a complaint?

- In the event that you wish to make a complaint about how your personal data is processed by Niburu Recordings Ltd (or the third parties we work with), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority.
- The supervisory authority in the UK is the Information Commissioner's Office (ICO). Guidance on how to contact them is available online at <https://ico.org.uk/concerns/>

Alternatively, the ICO can be contacted directly:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Fax: 01625 524 510