

# Privacy Notice

Policy generated by	Location	Date approved	Last review date	Next review date
PPC	Member > Policies guides and handbook > Policies	18/11/2025		18/11/26

## Related policies

Related policy	How is this policy relevant?	Location
Privacy Policy	This policy sets out how worker.coop handles the personal data of members, contributors, workers, employees and other third parties.	Member > Policies guides and handbook > Policies
Workers.coop website Privacy Policy	This policy provides additional privacy information, specific to the website.	<a href="https://www.workers.coop/privacy-policy/">https://www.workers.coop/privacy-policy/</a>
Workers.coop forum privacy policy	This policy provides additional privacy information, specific to the forum	<a href="https://forum.workers.coop/privacy">https://forum.workers.coop/privacy</a>
Subject Access Request (SAR)	The SAR outlines the process workers.coop should go through should a data subject enact their data protection rights.	Member > Policies guides and handbook > Policies

## If you remember nothing else, remember this:

We will not sell or publish your information without your explicit consent.

We will only share your information with third parties if we are required to do so by law, or if it is necessary to fulfil our obligations or contract with you.

## What is this policy?

This privacy notice will explain how workers.coop uses the personal data we collect from you. Workers.coop will be referred in the Notice as “we”, “our”, and “us”.

As workers.coop, we are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required by data protection legislation to provide you with the information contained in this privacy notice. This notice does not constitute a contract with you.

This notice is about personal information, which is any information that can identify who you are. If the identity is removed and the information can no longer identify you, it is no longer personal information.

## Who is this policy relevant to?

This privacy notice is relevant to anyone who shares personal data with workers.coop, whether as a member, volunteer, contractor, employee and other third party.

## Definitions

**The data controller:** means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. In this case, the data controller is workers.coop.

**The data processor:** means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller (workers.coop).

**Personal data:** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**Special category data:** GDPR defines special category data as personal data

- revealing racial or ethnic origin;
- revealing political opinions;
- revealing religious or philosophical beliefs;
- revealing trade union membership;
- genetic data;
- biometric data (where used for identification purposes);
- concerning health;
- concerning a person's sex life; and
- concerning a person's sexual orientation

**The data subject:** The individual that personal data relates to.

**Data processing:** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Registered user:** Someone who have registered for at least one workers.coop online service.

**Member:** Someone who works for a cooperative that is a member of workers.coop.

**Worker member:** Someone who does work for workers.coop on a voluntary or paid basis.

**Website:** any online service hosted on the workers.coop domain or its sub-domains, such as hello.workers.coop, and accessible from browsers over the Internet.

## Underlying principles

This policy has been produced to comply with the [General Data Protection Regulations \(GDPR\)](#). The UK GDPR sets out seven principles:

1. Lawfulness, fairness, and transparency
2. Purpose limitation
3. Data minimization
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

## What are your data protection rights?

We would like to make sure that you are fully aware of your privacy rights. Every user has the following rights:

- The right to access: You have the right to ask workers.coop for copies of your personal information. We may charge you a small fee for this service.
- The right to rectification: You have the right to ask workers.coop to correct any information that you believe to be inaccurate. You also have the right to ask workers.coop to complete information that you believe is incomplete.
- The right to erasure: You have the right to request workers.coop to erase your personal data, subject to certain conditions.
- The right to restrict processing: You have the right to request that workers.coop restrict the processing of your personal data, subject to certain conditions.
- The right to object to processing: You have the right to object to the processing of your personal data by workers.coop, subject to certain conditions.
- The right to data portability: You have the right to request that workers.coop transfers the data we have collected to another organisation or directly to you, subject to certain conditions.

If you make a request, we have one month to respond. If you wish to exercise any of these rights, please contact us.

## What data do we collect?

### Website related data

We collect your email address used for registration. We record the action of opening a link from a registration email so that we can confirm that you have access to your mailbox. We also

collect other information that you may enter in your user profile, such as your name or nickname, your website, etc.

We collect your Internet address (IP address) and information about your browser. This information is usually automatically sent to a server by most browsers, when a browser opens a web-page. You can find out more about the processing of IP addresses and information about your browser in the “How do we store your data” section.

When you visit the forum, we collect information about the topics you have visited and replied to. We also record any comments you make on the forum.

## Data from enterprise members

We collect information that allows us to identify your organisation. This is usually your company name, VAT number, registration number and legal address.

We collect information about one or more contact persons for each member organisation. This is usually a name, a telephone number and an email address.

## Data from worker members

We collect information about people who become worker members. This is usually a name and an email address.

## Sensitive personal information

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Political opinions — where you have responded to a consultation and expressed a political opinion, for example, on our forum.
- Health data — where it may affect your participation in our events.

## Data collected as part of a research project

Workers.coop may, from time to time, contact you to invite you to participate in a research project. Participation in these projects is voluntary. Information on the purpose of the project, what data will be collected, how data will be collected and store, and information on confidentiality and anonymity will be provided for each project. Based on this information you will be invited to give your informed consent to participate. If you do not consent, no data will be collected.

# How do we collect your data?

## Website related data

You provide most of the information we collect directly to us. We collect and process information when you:

- Browse the website.
- Register for and access applications used by workers.coop, such as NextCloud and Discourse (the forum and related chat functions). All Worker and Enterprise Members are registered for these application upon joining.
- Post a message on the forum.
- Open a link from your email that leads to our website.
- Fill in a form on our website.
- Register for an event.

## Data from enterprise members

You provide most of the information we collect directly to us. We collect and process information when you send us a request to join workers.coop and when you renew your membership. Your organisation may also share some of your personal information with us.

## Data from worker members

You provide the information we collect directly to us. We collect and process information when you send us a request to join workers.coop.

# How will we use your data?

We will only use your personal information for the purposes for which we collected it, unless we reasonably believe that we need to use it for another purpose that is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

## Website related data

If you have registered on the website, we use your information to maintain your personalised settings on the website so that you can customise your experience. We use your email address and password to give you access to content editing and administration functions on the website.

If you have subscribed to the newsletter, we use your email address to send you information about workers.coop related events and news.

If you have registered for workers.coop application, we use your information to maintain your personalised settings so that you can customise your experience. We use your email address and password to give you access to the features of each application.

## Data from enterprise members

If you have registered your organisation as a member of workers.coop, or if you have registered yourself as a contact for your organisation, we use your information to contact you in order to fulfil our obligations as a cooperative federation.

In line with our legal obligations, we will also hold your organisations name and contact information on our member register.

## Data from worker members

We use your information to contact you in order to fulfil our obligations as a cooperative federation.

In line with our legal obligations, we will also hold your name and contact information on our member register.

## Sensitive personal information

We will use special categories of personal information in the following ways:

- Political opinions — where you have responded to a consultation and expressed a political opinion, for example, on our forum. We will only store this information to keep a record of your response.
- Health data — where it may affect your participation in our events. We will only use this information to make your participation as enjoyable as possible.

## Marketing

We have a newsletter form on the website. If you have subscribed to the newsletter, we use your email address to send you information about workers.coop related events and news. You can opt out of receiving the newsletter at any time.

## How do we store your data?

We take all reasonable technical and organisational steps to protect your data while it is at storage or in transit.

In some circumstances, we may make your personal information anonymous so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## Website related data

We store your data at the servers, owned by Webarch Co-operative Limited, Co-operative Society No. 31305R. This enterprise works as a “data processor”, because it process data on

behalf of workers.coop. Your data is encrypted both at the server and in transit between your browser and the servers.

We keep information about your browser in the form of the browser user agent string and your internet address (IP address) for 28 days.

We use Matomo web statistics servers, which allow us to measure server capacity and improve your experience when accessing the website. We only store half of your Internet address (IP address) in the form of 169.254.X.X, while the full address is 169.254.15.86. We keep visitor logs for 60 days. We keep archived reports for 12 months.

You can opt out of Matomo statistics gathering, the best way to do this is to set the Do Not Track option in your web browser preferences: [https://en.wikipedia.org/wiki/Do\\_Not\\_Track](https://en.wikipedia.org/wiki/Do_Not_Track)

## Data from enterprise members

We keep information about your organisation while it is a member of workers.coop. We keep information about the organisation's contact person(s) for as long as they remain contact persons.

## Data from worker members

We keep information about you while you are a member of workers.coop.

## What are cookies?

Cookies are strings of text that are placed on your computer as a way for websites to store information on visitors' computers. For example, cookies allow a website to recognise you after you have logged in. The website reads the cookies it has previously stored and recognises you as a legitimate user. You can find more information on Wikipedia:

[https://en.wikipedia.org/wiki/HTTP\\_cookie](https://en.wikipedia.org/wiki/HTTP_cookie)

## How do we use cookies?

We use cookies in a number of ways to improve your experience on our website, including:

- Keeping you logged in, which also allows us to enable website features that are only available to registered users;
- Understanding how you use the website.

## What types of cookies do we use?

There are a number of different types of cookies used by the website:

- Functionality — we use these cookies to recognise you on our website and to remember your previously selected preferences. For example, this may include your preferred language and location.

- Statistical cookies — we use these cookies to collect statistical information about users and their behaviour on the website.

## How to manage your cookies

You can set your browser not to accept cookies, or you can remove cookies from your browser. However, some features of our website may not function properly if you do so.

## Privacy policies of other websites applications

The website contains links to other websites. Our privacy policy and notice only applies to our website, so if you click on a link to another website, you should read their privacy policy.

Application use by workers.coop, such as Discourse and NextCloud will have their own privacy policy and privacy notice that can be accessed via the applications and/or associated website.

## Changes to our privacy policy

We regularly review our privacy policy and any updates will be posted on this page.

## How to contact us

You can use the form on the website: <https://www.workers.coop/contact/>

You can send an email message to [support@workers.coop](mailto:support@workers.coop).

You can send a letter to: workers.coop Limited, 63 Rakewood Road, Littleborough, OL15 0AP.

## How to contact the appropriate authorities

If you wish to make a complaint, or if you feel that we have not dealt with your concern satisfactorily, you can contact the Information Commissioner's Office: <https://ico.org.uk/>