



FRIENDS OF ALALAY (SANTA CRUZ)

POLICY

PRIVACY

This Privacy Policy covers what personal data Friends of Alalay holds, how we process that data and what the individual's rights are relating to that data.

The legal basis to which this policy statement relates is the Data Protection Act 1998 and (from 25 May 2018) the EU General Data Protection Regulation 2016/679

Who are we?

We are Friends of Alalay (Santa Cruz) - a UK registered charity 1123425

The person responsible for controlling data (for the purposes of Data Protection Law) in our organisation is Graham Syrett, Trustee and Treasurer

We are:

- responsible for, and control the processing of, your personal information
- committed to treating you with respect and openness and to protecting your personal information.

We make every effort to ensure that your personal information is accurate and processed in a fair, open and transparent manner.

What information do we hold?

We hold a minimum of information to both enable us to keep in touch with you and to meet any statutory obligations.

This is a maximum of:

Name

Postal address

Email address

Telephone number(s)

Any donations made

Standing order data

Request for *Gift Aid* facilities

A record of attendance at events

We hold only the information that you have directly provided and do not interrogate other data sources.

How do we collect information about you?

We collect information from you in the following ways:

- When you interact with us directly: This could be if you ask us about our activities, make a donation to us, purchase something, seek a volunteering opportunity or otherwise provide us with your personal information.

Normally this would be by email or some other written communication, via our website, contact with us on the telephone or in person.

- When you interact with us through third parties: This could be if you provide a donation through a third party such as Just Giving, MyDonate, CAF (Charity Aid Foundation) or one of the other donation channels and provide your consent for your personal information to be shared with us.

For what will we mainly use personal information?

- To communicate with you, normally via our four times a year one sheet quarterly newsletter and to invite you to relevant events
- To process your donations or other payments, to claim Gift Aid on your donations and verify any financial transactions.
- To provide the services or goods that you have requested.
- To keep a record of your relationship with us - for example that you have given, that you have agreed the collection of Gift Aid, that you have attended events
- Where you volunteer with us, to administer the volunteering arrangement. This will include a detailed application form – which is available for inspection before volunteering.
- To comply with the Charities (Protection and Social Investment) Act 2016 and follow the recommendations of the official regulator of charities, the Charity Commission, which require us to identify and verify the identity of supporters who make major gifts so we can assess any risks associated with accepting their donations.

All data is held securely and is NEVER shared with any individual or group from outside Friends of Alalay (Santa Cruz).

We will only send you information or otherwise communicate with you if you have so requested.

We will remove your details from our database and/or cease communication with you if you so request.

Reviewed annually

June 2019