

# Supporters Privacy Notice

The Company is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold on you as a Supporter of the Company. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

This notice applies to all supporters of Padstone.

## Data controller details

The Company is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows: Connection Support, Oxford Ltd, 213 Barns Road, Cowley, Oxford OX4 3UT.

## Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the donations you have provided in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have not consented to (as appropriate), lost or destroyed

## Types of data we process

We may hold various types of data about you, including:

- your title
- your first name
- your surname
- your address
- your email address
- your telephone number
- your signature
- subscription amount
- confirmation of tax payer status
- a member of the bridge club
- your bank address
- your bank account number
- your sort code
- date of first payment
- frequency of payments
- if you are a friend of padstones
- any other category of personal data which we may notify you of from time to time

## How we collect your data

We collect data about you in a variety of ways. You may approach us as a supporter through one of our campaigns, or respond to a newsletter request, through a quiz evening, directly approach us etc. You then complete our forms if you wish to support us in the form of a gift aid form, a CAF cheque or a copy of payment agreement.

Personal data is kept in a secure cabinet and a database is maintained on-line.

## **Why we process your data**

The law on data protection allows us to process your data for certain reasons only:

- as you have consented
- in order for us to carry out our legitimate interests
- in order to carry out legally required duties
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first two reasons set out above to process your data. For example, we need to collect your personal data in order to:

- carry out the instructions you have consented to when you give a donation.

We also need to collect your data to ensure we are complying with legal requirements such as:

- ensuring gift aid is dealt with correctly

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- collect donations to support the worthy causes that we work with
- improve the lives of those needing help
- send out newsletters to encourage additional supporters and donations
- send out newsletter so you can see where your support is going
- for any other reason which we may notify you of from time to time

## **Special categories of data**

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data
- Criminal conviction and offences

We do not collect any of these from you.

## **Criminal conviction data**

We do not collect any criminal conviction data as part of our processes with you.

## **If you do not provide your data to us**

We will be unable to action your wish to be a supporter of Padstones.

## **Sharing your data**

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties. This includes the administration team and finance team and the Padstone team.

We do not share your data with third parties although our IT is outsourced to a company who maintain all electronic data for the company and Marketing activities take place with outsourced partners who also may need to have access to your data as appropriate for the activity they are requested by us to carry out.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

We do not share your data with bodies outside of the European Economic Area.

### **Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

### **How long we keep your data for**

In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of your support to us unless you asked us to removed it before then.

### **Automated decision making**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

### **Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available from *[insert details]*
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in a way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact The Systems and Senior Administration Manager.

### **Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

### **Data Protection Nominated Person**

The Company's Data Protection nominated person is The Systems and Senior Administration Manager. They can be contacted on [kimhopkins@connectionsupport.org.uk](mailto:kimhopkins@connectionsupport.org.uk)