



## BEATS Privacy policy

BEATS is committed to protecting your personal data and this privacy policy states how we collect data, how we store it and how we use it.

The purpose of this policy is to give you a clear explanation about how BEATS collects and uses the personal information you provide to us. We ensure that we use your information in accordance with all applicable laws concerning the protection of your personal information.

If you have any queries about this policy or your personal information please contact:

Mrs Sarah Page (BEATS' Chair). 47 Arnold Way, Bosham. PO18 8NJ

Email: [enquiries@beatscharity.co.uk](mailto:enquiries@beatscharity.co.uk) Tel: +44 (0)7940 454420

### **How do we collect information?**

We obtain personal information from you when you enquire about our activities, register your support with us, send or receive an email, make a donation to us, ask a question about our services or otherwise provide us with your personal information. BEATS does not obtain information from third party data suppliers.

### **What information do we collect?**

The personal information we collect might include name, address, email address, telephone numbers, date of birth, bank account details (for setting up regular standing order payment information) and your family relationships (so that BEATS can send birthday cards). Data Protection law recognises that certain categories of personal information are more sensitive. These are known as special categories of data and cover health information,

race, religious beliefs and political opinions. BEATS does not collect special categories of data about our supporters.

### **How do we use your information?**

We may use your personal information for:

- Dealing with your enquiries, requests and questions.
- Processing your donations.
- Providing you with information about our work, activities and events.
- Providing and personalising our services.
- Fundraising.

### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration or disclosure of your personal data. Computers that store your information are password protected. Hard copies of information are only kept by the Chair and Treasurer.

### **Marketing**

Being able to communicate with you is important, as your support will help transform the lives of earthquake and tsunami victims. We believe in being open, honest and transparent with our supporters and want you to feel comfortable about your decision to give us your personal information and how we use it.

We will use the details you provide to us to communicate with you about how we are transforming the lives of the most vulnerable people across the world through the work of our services. We would also like to tell you how your support is helping and other ways you can help in the future, whether that's through volunteering, events or fundraising. From time to time we might also send you appeals asking for a donation to help change lives.

We will endeavour to only communicate with you in the way you wish and we will respect your privacy. You can change your mind at any time and it is quick and easy to let us know

that you no longer want to hear from us. We will always endeavour to respond to your wishes in a sensitive, timely, courteous and professional way.

Please be assured that we will take appropriate measures to keep your personal information safe and secure and not to over contact you. **We will never pass your personal information on to other organisations for them to use for their own marketing purposes.**

We will only communicate to you in the way you have told us. For example:

#### **Email/Text/Other electronic means of communication**

If you actively provide your consent to us along with your email address and/or mobile phone number we may contact you via email and/or text message/other electronic communication. By subscribing to BEATS' emails, or 'opting in' to email communication/text/other electronic communication from BEATS, you grant us the right to use your email address/mobile phone number.

#### **Post/Home telephone**

If you actively provide your consent to us along with your postal address and/or home phone number we may contact you via post and/or telephone. By 'opting in' to postal communication/home phone communication from BEATS, you grant us the right to use these methods in which to contact you.

#### **It's your decision**

It is always your decision as to whether you want to receive information about our work, how we raise funds and the ways you can get involved. **Please indicate your preferences on the form** (either hard copy or email).

You can change any of your contact preferences at any time, including telling us that you don't want us to contact you for marketing purposes. If you sponsor a child, university student or teacher, you will continue to receive letters from them from time to time.

We will not use your personal information for marketing purposes if you have indicated that you do not wish to be contacted by us for such purposes. However, we may retain your details on a 'suppression list' to help ensure that we do not continue to contact you.

## **Disclosures**

We will never pass your personal information on to other organisations for them to use for their own marketing purposes.

However, we may disclose your personal information in the following circumstances:

Where we are under duty to disclose your personal information in order to comply with law or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation or we have your written consent.

## **Consent from parents/guardians if you're under 16**

We are committed to protecting the privacy of the young people that engage with us through our website and at fundraising events.

Anyone under the age of 16 must obtain parental or guardian consent before participating in an event organised by BEATS. Children aged under 16 must obtain the consent of a parent or guardian before providing any personal information.

## **Keeping your personal information**

We keep your personal information for as long as required to operate the service in accordance with legal requirements and tax and accounting rules. Where your information is no longer required, we will ensure it is disposed of in a secure manner. If we have not heard from you for 3 years, we will generally remove your data.

## **Your rights**

Under the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), which comes into force on May 25th 2018, you have the following rights:

1. The right to access your personal information
2. The right to edit and update your personal information

3. The right to request to have your personal information deleted
4. The right to restrict processing of your personal information
5. The right to object
6. The right to lodge a complaint with a supervisory authority

#### 1. The right to access your personal information

You have a right to obtain confirmation that your personal information is being processed. You also have the right to request a copy of your personal information we hold.

We will provide a copy of your personal information within 28 days of receiving the written request.

#### 2. The right to edit and update your personal information

The accuracy of your personal information is important to us. You can edit your personal information including your address and contact details at any time. Any changes you have requested may take 28 days before they take effect.

#### 3 The right to request to have your personal information deleted

You have the right to request the deletion of your personal information. Any changes you have requested may take 28 days before they take effect.

#### 4. The right to restrict processing of your personal information

You have the right to 'block' or suppress processing of your personal data. However, we will continue to store your data but not further process it. We do this by retaining just enough of your personal information so we can ensure that the restriction is respected in the future. Any changes you have requested may take 28 days before they take effect.

#### 5. The right to object

From the very first communication from us and every marketing communication we send after, you will have the right to object to marketing.

Any changes you have requested may take 28 days before they take effect.

If we process your personal information for the exercise or defence of legal claims or we can demonstrate compelling grounds that override your rights and freedoms, we may not be able to fulfil your request. However, we will contact you to discuss this further.

Should you wish to exercise these rights we require you to prove your identity with two pieces of approved identification. Please address requests to:

Mrs Sarah Page (BEATS Chair). 47 Arnold Way, Bosham. PO18 8NJ

#### 6. Your right to lodge a complaint with a supervisory authority

If you wish to lodge a complaint or seek advice from a supervisory authority please contact:

The Office of the Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Tel: +44 (0) 01625 545 745

Website: [www.ico.org.uk](http://www.ico.org.uk)

#### **Other websites**

Our website contains links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy which may differ from ours.

#### **Use of cookies**

A cookie is a small piece of information sent by a webserver to a web browser which enables the server to collect information from the browser. BEATS does **NOT** use cookies. (Find out more about cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org). )

## **Changes to the Privacy Policy**

This Privacy Policy is on our website, on the 'About BEATS' page. We may update this policy from time to time. When we do, we will revise the date at the beginning of this Privacy Notice. If there are any significant changes in the way we treat your personal information we will contact you and we will place a prominent notice on our website. Trustees will review this Policy document and BEATS data handling once every year.

This document was produced on 25<sup>th</sup> April 2018.