

Friends of Fairford and Lechlade Communities

Registered Charity Number 1180059

Privacy Policy

Introduction

The Friends of Fairford and Lechlade Communities (FoFLC) is a community-based registered charity run by volunteers, led by a Management Committee (Trustees). We want everyone who supports us, or who comes to us for support, to feel confident and comfortable with how any shared personal information will be looked after or used. This Privacy Policy sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).

How 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, apply for a job or volunteering opportunity, or otherwise provide us with your personal information.
- **When you interact with us through third parties:** This could be if you provide a donation through a third party such as Virgin Money Giving.
- **When photographs are taken at events:** These events may be organised by the FoFLC, or held in order to raise funds for the work of the FoFLC

Information we collect and why we use it

Information we collect may include your name, email address, postal address and telephone number, as well as information you provide in any communications between us. We will use this information:

- 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 update you with important administrative messages about your donation, an event or services or goods you have requested
- 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
- Where you volunteer with us, to administer the volunteering arrangement

Legal basis for using your information

We will only use your personal information where we have your consent, for example the taking of photographs at events for use in our marketing

Marketing

We will only contact you about our work by email or post if you have agreed for us to contact you in this manner. This contact may include notification of forthcoming events and any major changes to how the charity works. You can request to be removed from such notifications by sending an email to: fairford.lof@hotmail.co.uk

Sharing your information

We will never sell or share your personal information with other organisations.

Legal disclosure

We may disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority)

Keeping your information safe

We take looking after your information very seriously and have implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss. Unfortunately, the transmission of information using the

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internet is not completely secure. Although we do our best to protect your personal information sent to us this way, we cannot guarantee the security of data transmitted to our site.

Your information is kept as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations (for example, the collection of Gift Aid).

Your rights

You have rights in respect of the personal information we hold about you; if you wish to exercise any of these rights or make a complaint, you can do so by contacting us by sending an email to: fairford.lof@hotmail.co.uk. If you have given us your consent to use your personal information, you can withdraw your consent at any time, and ask us to delete that information if you wish.

Agreed date

Review date