



Friends of Carrington Moss

Scope

This Privacy Policy covers all personal data that is gathered by Friends of Carrington Moss, a formally constituted community group.

Data protection

Friends of Carrington Moss takes data protection very seriously.

As you browse our website, get in touch with us, or take part in our activities, we may collect information. This makes achieving our objectives possible and improves the efficiency of our activities and communications.

Friends of Carrington Moss will never exchange or sell your information to another organisation for its own marketing purposes. We know that this is important to you and want to reassure you that you're always in control of how we use your personal information with regards to our activities.

We do, however, need to collect and use your personal information for carefully considered and legitimate business purposes, which help ensure we can run Friends of Carrington Moss efficiently, raise funds effectively, and deliver our objectives. This policy sets out how your personal data will be used, what data we collect, and our legal basis for its use, along with outlining your rights with respect to personal data.

Purposes

Your personal information may be used to help us effectively deliver our activities or to help us raise funds for those activities.

We always strive to provide a clear, honest, and transparent approach regarding how and when we may collect and use your personal data. The overview below summarises the different reasons we do this. We may not use your personal information for all of these purposes – it will depend on the nature of our relationship with you, and how you interact with our activities, website, and fundraising.

Purpose	Activities
General Fundraising	As a small community organisation, we rely on fundraising and promotional activities to raise income and to promote the aims the organisation. We may use a range of activities and channels such as direct marketing and face-to-face activity, social media, newsletters, (print, broadcast and digital) and emails. This may include talking to you about appeals, competitions, sponsorships, events, or volunteering opportunities. We may collect your name and contact details and will use this to send any information you have requested (e.g. a newsletter), tailor communications to you, or to manage your marketing preferences.
Donors and fundraisers	If you wish to support us by making a donation or registering to fundraise for us, we will collect your name and contact details as a minimum. Where appropriate, we may also ask for your date of birth and your motivation or personal experience for supporting us. We will use the information to administer your donation, to send you a thank you letter, or to support your fundraising. We may also send you administrative communications, for example letting you know the time an event starts. To make an online donation, you will be directed to a separate donation platform which uses security features and encryption to ensure your data remains safe.

Lawful processing

Friends of Carrington Moss needs a lawful basis to collect and use your personal data. The law allows for six legitimate ways to process people’s personal data. Only some of these are relevant to community organisations for the types of purposes listed above.

- Information is processed on the basis of a **person’s consent**
- Information is processed on the basis of fulfilling a **contractual relationship**
- Information is processed on the basis of a **legal obligation**
- Information is processed on the basis of **vital interests (protecting somebody’s life)**
- Information is processed on the basis of performing a **public task**
- Information is processed on the basis of the **‘legitimate interests’ of Friends of Carrington Moss**

In extreme situations, we may share your personal details with the emergency services if our committee members believe it is in your **‘vital interests’** to do so. For example, this would apply when someone is taken ill on one of our activities. We may also share your personal information where we are compelled by law to do so.

What are Friends of Carrington Moss’s legitimate interests?

Governance	Purely Administrative Purposes	Publicity and Income Generation	Operational Management	Financial Management and Control
<ul style="list-style-type: none"> • Delivery of our stated aims and objectives • Reporting criminal acts and compliance with law enforcement agencies • Internal and external audit for financial or regulatory compliance purposes • Statutory reporting 	<ul style="list-style-type: none"> • Thank you communications and receipts • Administration of financial transactions • Maintaining a ‘Do Not Contact’ list 	<ul style="list-style-type: none"> • Conventional direct marketing and advertisement, and other forms of marketing and publicity • Exercise of the right to freedom of expression or information, including in the media 	<ul style="list-style-type: none"> • Volunteer recording and monitoring, recruitment, health and safety 	<ul style="list-style-type: none"> • Processing of financial transactions and maintaining financial controls • Prevention of fraud, misuse of services, or money laundering/ theft

Data Collected

We collect and use personal information such as names and address details along with other contact information such as email addresses and telephone numbers. We also collect information about the any financial transactions you make with us, or any marketing contact preferences you give.

Do we process sensitive personal information?

Under the General Data Protection Regulation (GDPR) law, certain categories of personal information are recognised as ‘sensitive personal data’, including health information, race, religious beliefs, and political opinions. We do not collect or process sensitive personal data.



Your credit or debit card information

If you use your credit or debit card to donate to us, your card details are held securely by our donation platform. We do not have access to this information.

Where does the information come from?

The personal data we hold is given to us directly by our supporters and volunteers in the course of them interacting with our website, or activities. We also receive your personal information when you donate to Friends of Carrington Moss through third party services such as Golden Giving.

Data retention

In general terms, we remove identifiable personal data from our records as soon as it has fulfilled its purpose. This can mean personal data is deleted immediately, or kept for several months or as long as it is needed by us to provide our services to those the data pertains to.

Data sharing

Friends of Carrington Moss will not exchange or sell your personal information to another organisation for its own marketing purposes.

Data protection rights

Where Friends of Carrington Moss is using your personal information on the basis of consent, you have the right to withdraw that consent at any time. You also have the right to ask Friends of Carrington Moss to stop using your personal information for direct marketing purposes.

Simply contact us on FriendsofCarringtonMoss@gmail.com

- **Right to be Informed** – You have the right to be told how your personal information will be used. This policy document, and shorter privacy notices used on our communications, are intended to be a clear and transparent description of how your data may be used.
- **Right of Access** – You can submit a Subject Access Request to us at any time to see which information we hold on you, and to request a copy of that information. We will have 30 days to comply once we are satisfied you have right to see the requested records and we have successfully confirmed your identity.
- **Right of Erasure** – You have the right to be forgotten (i.e. to have your personally identifiable data deleted).
- **Right of Rectification** – If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated.
- **Right to Restrict Processing** – In certain situations you have the right to ask for processing of your personal data to be restricted because there is some disagreement about its accuracy or legitimate usage.
- **Right to Data Portability** – Where we are processing your personal data under your consent the law allows you to request data portability from one service provider to another. This right is largely seen as a way for people to transfer their personal data from one service provider to a competitor.
- **Right to Object** – You have an absolute right to stop the processing of your personal data for direct marketing purposes.
- **Right to object to automated decisions** – In a situation where a data controller is using your personal data in a computerised model or algorithm to make decisions “that have a legal effect on you”, you have the right to object. This right is more applicable to mortgage or finance situations. Friends of Carrington Moss does not undertake complex computerised decision making.



Collection of data through 'cookies'

We use 'cookies' on our website to collect information about you and your activity across the site. A cookie is a small piece of data that our website stores on your computer browser, and accesses each time you visit so we can understand how you use our site and serve you content based on preferences you have specified.

If you do not wish to accept cookies from us, you should instruct your browser to refuse cookies from our website. This policy covers only the use of cookies between your computer and our website; it does not cover the use of cookies by any advertisers.

By using our website, our social media pages (such as Facebook, Twitter, YouTube and Instagram), you agree that, unless you have set your computer's browser to reject them, we can place cookies on your device and use that data in accordance with this policy.

Notification of changes to the Privacy Policy

This Privacy Policy may change from time-to-time. For example, we will continue to update it to reflect new legal requirements. Please visit this website page to keep up-to-date with the changes to our Privacy Policy.

What to do if you're not happy

In the first instance, please talk to us directly so we can help to resolve any problem or query.

You also have the right to contact the Information Commissioners Office (ICO) if you have any concerns about Data Protection using their help line **0303 123 1113** or at **www.ico.org.uk**