

Friends of the Dales Privacy Policy

Friends of the Dales (Yorkshire Dales Society) is committed to ensuring that your privacy is protected. This privacy policy sets out how and why we collect, use and protect your personal data. **We do not sell or lease your personal details to anyone.**

Friends of the Dales may change this policy by updating this document/page and you should check back from time to time to ensure that you are happy with any changes. This policy is effective from 17 May 2018 and it is intended to be compliant with GDPR (General Data Protection Regulation).

1. How we collect personal information about you

You may give us information **directly**, for example when you

- sign up as a Friend of the Dales (member)
- make a donation
- participate in an event or volunteer to lead an event on our behalf
- contribute to a survey or petition
- sign up for our newsletter
- apply for a staff or volunteer role

This personal information might include:

- your name and address
- your email address and phone number
- your bank account details for processing a Direct Debit
- information about how you heard about us
- information you give us about your relevant interests or involvement with our charity

You may also give us information **indirectly**, for example when you make a donation via a third party giving site such as Just Giving or make a subscription or donation payment via Pay Pal, or by interacting with our website. These third parties can only share this information with us where you have given your consent.

We also **indirectly** collect non personal information when you access our website through cookies. A cookie is a small file, typically of letters and numbers, sent from our website to your computer to help us identify you quickly. *They cannot be used to identify you personally.* If you prefer not to accept cookies your browser will let you do so. For more information about cookies, please see www.allaboutcookies.org.

2. How we process your data under the new GDPR

The GDPR sets out various lawful bases for processing data. Below are some examples of the lawful bases we use and what these mean to you in practice:

Consent: you have given us clear consent to process your data for a specific purpose e.g. *you opt-in to receive a newsletter by email from us.*

Friends of the Dales Privacy Policy

Contract: we have a contract with you and need to process your data to deliver specific services e.g. *you join as a Friend (member) and we need to email or phone you with a query about your subscription*

Legal obligation: we need to process your data to comply with the law e.g. *you have signed a Gift Aid Declaration and we need to send some of your personal data to HMRC to claim the Gift Aid*

Vital interests: we need to process your data to protect your life e.g. *if you were seriously injured on one of our walks and we need to give your name to emergency services.*

Legitimate interests: we have a legitimate interest to process your personal data e.g. *as a member of our charity, we want to send you more information about our work and how to support us.*

3. Keeping your data secure and retaining it for the right reasons

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the personal data we collect. We have reviewed and updated these procedures to make sure they meet the requirements of GDPR. You can ask us about how we store your personal data, how long we keep it, and how we destroy or archive your personal data – use the contact details at the end of this privacy policy.

4. Your rights

Under GDPR you have the following rights – the right to be informed; the right of access; the right to rectification; the right to erasure; the right to restrict processing; the right to data portability; the right to object; and rights in relation to automated decision making and profiling.

You can find out more about each right by visiting the Information Commissioner’s Office (ICO) website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To exercise any of these rights in respect of the personal data that we hold about you, please contact us using the details at the end of this privacy notice.

If you are not happy with the way we have handled your data, and are unable to resolve the issue with us personally, you can complain to the ICO. We are voluntarily registering with the ICO.

Friends of the Dales Privacy Policy

5. Third parties and your personal data

The only third parties that we give your data to are those we are required to by law and those that provide us with specific services such as processing your subscriptions and donations. The latter include Direct Debit collection processed by BACS and our bank, payments you make to us using PayPal or Just Giving, and data we send to HMRC to reclaim Gift Aid.

If you use or communicate with us via our website, social media, MailChimp etc, your data may be collected and processed by those providers. Each of these service providers will have their own Privacy Policy which you should check if you have any concerns about how they may process your personal data.

Our website or social media may have links to other websites. Please note that we do not have any control over these other websites. We are not responsible for the protection and privacy of any information which you provide whilst visiting other websites and they are not governed by our privacy statement. Please exercise caution and look at the privacy statement applicable to the website in question.

6. Our contact details

Our charity is registered with the Charity Commission as Yorkshire Dales Society and Friends of the Dales (a working name), number 515384. Yorkshire Dales Society is a company limited by guarantee (company number 1822908). Our registered address is Canal Wharf, Eshton Road, Gargrave, North Yorkshire, BD23 3PN.

If you have any queries about our privacy policy please contact our Data Protection Lead who is Ann Shadrake, Executive Director, on the address above or ann.shadrake@friendsofthedales.org.uk or phone 01756 749400.