



## **All Chipping In Privacy Policy**

All Chipping In (“we”) is a registered charity (Charity Number 1175681) which raises funds for disbursement according to its charitable object which includes supporting education, health and social inclusion. To raise these funds, we organise and manage events and activities which we run with the help of supporters and volunteers. In order to do so, we gather information – data - about the people who participate in our activities and volunteer to help. We will only gather information that is necessary for these purposes and we will keep it safe, and always take every effort to protect your privacy.

We pride ourselves on our honesty and openness and will always be clear how, when and why we collect and process your information; we promise we will never do anything with your details that you wouldn’t reasonably expect.

### **We collect information in the following ways:**

#### **When you give it to us DIRECTLY**

There are many ways you may give us your information. For example, when you apply to participate in one of our events, begin volunteering, make a donation, apply for a grant, communicate with us either by phone, in writing, including email or in person. We are responsible for your data at all times.

#### **When you give it to us INDIRECTLY**

Your information may be shared with us by independent organisations. These independent third parties will only share your information when you have consented. You should check their Privacy Notice when you provide your information to understand fully how they will process your data.

#### **Via Social Media**

Depending on your settings or the privacy notices for social media and messaging services like Facebook, WhatsApp, LinkedIn or Twitter, you might give us permission to access information from those accounts or services.

#### **Via information available publicly**

This may include information found in places such as websites (clubs, action groups etc), Companies House and information that has been published in articles/newspapers.

#### **Cookies**

Like most websites, we use “cookies” to help us make our site, and the way you use it, better. We do not store any personal data in the cookies that we use.

Cookies mean that a website will remember you. They're small text files that sites transfer to your computer (or phone or tablet). They make interacting with a website faster and easier – for example by automatically filling your name and address in text fields.

In addition, the type of device you're using to access our website or apps and the settings on that device may provide us with information about your device, including what type of device it is, what specific device you have, what operating system you're using, what your device settings are. Your device manufacturer or operating system provider will have more details about what information your device makes available to us.

The type and quantity of information we collect and how we use it depends on why you are providing it. You should be able to control what cookies are placed on your device through your browser settings. Go to <https://www.aboutcookies.org/> to find out more about cookies, including how to see what cookies have been set and how to manage and delete them.

To opt out of being tracked by Google Analytics across all websites visit <https://tools.google.com/dlpage/gaoptout>.

### **The legal basis for holding your data**

We have a legitimate interest in holding data from those who volunteer to support All Chipping In, enter our events, seek to participate in our activities or seek grants or other financial support from us. You have the right to ask for your data to be erased and our retention policy set out below applies. If we hold your data or we seek your data as a third party for All Chipping In's purposes then we will renew your active consent at regular periods, usually annually, and erase your data at your request at any time, subject to any legal or statutory duty that prevents us from doing so.

### **What personal information we collect and how we use it**

We will only ever capture the minimum amount of information that we need to in relation to your participation, donation or services we provide to you and we promise to keep your information secure. The personal data we will usually collect is:

- Your name
- Your contact details
- Your date of birth
- Where appropriate, your UK tax status in relation to Gift Aid

We may also ask for additional information, for example but not exclusively, to assist the maintenance of our financial records, to process and manage your entry into any of our events or activities or to be able to assess properly any application for a grant or support that you might make to us.

### **How we will use your data**

We will use your personal data for the legitimate interest of conducting core business activities, these will include:

- Administering your participation
- Communicating organisational messages and information to participants, volunteers and helpers

- To present our website and its contents to you and to allow you to participate in interactive features on our website
- Managing and administering our events and activities
- In any other way we may describe when you provide the information
- For any other purposes with your consent, such as performance records from our events and activities

### **Sensitive information**

We do not collect any personal information on participants, volunteers or helpers classified as 'sensitive' under GDPR. If you provide us with sensitive information in relation to a grant application or for any other purpose we will keep this secure and confidential and delete the information in keeping with our data retention policy set out below.

### **Data Sharing**

#### **1) Our service/host providers**

In the course of our legitimate activities, there may be a need for us to share, or give access to, your personal data to third parties that provide us with services or host our applications/software that you may access. We will ensure that data processing agreements, compliant to GDPR, are in place before sharing, or giving access to, your data with any of our service/host providers.

#### **2) Sharing with third parties**

We will never commercially sell your personal data to anyone else.

We will only ever share your personal data in other circumstances, not listed above, if we have your explicit and informed consent at the time of collection. However, we may need to disclose your details if required to the police, other agencies, for example HMRC, regulatory bodies or our legal advisors.

### **How we keep your information safe and who has access to it**

We ensure that there are appropriate physical and technical controls in place to protect your personal details. We undertake regular reviews of who has access to information that we hold to ensure that your personal information is only accessible by appropriate Trustees and appointed volunteers and our service/host providers. We have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, we will do this within 72 hours of becoming aware of the breach. If a breach is detected and likely to result in a high risk of adversely affecting you, we will inform you without undue delay.

### **Where we store your information**

Your personal information will be hosted securely within the UK.

Your personal information will be held securely on password protected systems.

### **How long we retain your information and how we keep it up to date**

We will only keep your information for as long as we need it to assist you with your enquiry, process your participation in events or activities, donation, event registration or other services associated with your involvement with All Chipping In. There are statutory timescales on how long we should keep your information. We shall delete your information according to these statutory limits, or according to guidance issued by the Information Commissioner.

Individuals are responsible for keeping their own personal data up to date and we will update any relevant information promptly once you have informed us of the change.

### **Your rights**

The General Data Protection Regulations gives you certain rights and these are listed below for your convenience, further clarification of your rights is available on the Information Commissioners website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data. You can also request a copy of the information which we hold on you. This information will be provided free of charge, unless the request is found to be manifestly unfounded or excessive then a reasonable fee will be charged. The application should be made in writing, by letter or email, and addressed to the Trustees, enclosing two proofs of identification, unless you are already known to us.
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- You have a right in certain circumstances to object to the processing of your personal data for such reasons as direct marketing, automated decision making, profiling; although we can confirm we make no decisions on you using an automated process.
- You have a right in certain circumstances to data portability.

In certain situations, these rights may not apply, for example

- if you are a participant in an event or activity, we will need to communicate with you about those services afforded to you as part of that participation.

Finally, if you are unhappy with how we have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

### **Changes to this privacy notice**

We may change this Privacy Notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by notifying you directly.

### **Complaints**

If you are unhappy with how we have processed your personal information, please firstly contact the Trustees. If you are still unhappy you may contact the following:

#### **Information Commissioner's Office**

Wycliffe House  
Water Lane

Version 1

Wilmslow  
Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or ++44 1625 545 745

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