



## **Action Homeless (Leicester) Ltd (“Action Homeless”)**

### **PRIVACY NOTICE FOR FUNDRAISERS**

#### **What is the purpose of this document?**

Action Homeless is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you. It provides you with certain information that must be provided under the **General Data Protection Regulation (GDPR)**.

You are being sent a copy of this privacy notice because you have made contact with us for the purposes of fundraising for our charity.

Action Homeless is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

The contact details for Action Homeless are:

Action Homeless (Leicester) Limited, Central Services, Ridgway House, Little Hill, Wigston, Leicester, LE18 3SE. Telephone: 0116 2211851. Email: [info@actionhomeless.org.uk](mailto:info@actionhomeless.org.uk)

#### **Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.



5. Kept only as long as necessary for the purposes we have told you about.

6. Kept securely.

### **The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, store, and use the following categories of personal information about you:

- Your name
- Your address or business address
- Your job title (if contacting us from a business)
- Your date of birth
- Your personal or email address
- Your telephone number
- Details of your organisation and people who are employed in it who might be involved in the fundraising activity
- Any messages or details you may send via social media platforms (or other through other media) regarding your fundraising activity
- Notes of any meetings with you to discuss any fundraising activities
- Your personal or business reasons for wanting to fundraise (if disclosed by you)
- Any press releases regarding your fundraising activities.
- Photographs or images from the fundraising event.

### **How is your personal information collected?**

You may contact us to undertake fundraising activities through our website or by telephoning or emailing us or by meeting us and speaking with us.

### **How we will use information about you**



We will only use your personal information for the purposes of assessing and approving your fundraising activities, helping you to register the fundraising activity (if necessary) or to assist you with your fundraising activity or event, or to help you promote or advertise the fundraising activity or event or enquiring about or receiving from you any proceeds received from such fundraising

It is in our legitimate interests as a charity to collect this information for the purposes of fundraising activities or events on behalf of our charity and/or to assess that the fundraising activities accord with our charitable purposes and/or ethos and reputation. It is also in our legitimate interests to receive funding obtained through fundraising activities.

**We will not use sensitive personal information about you**

“Special categories” of particularly sensitive personal information require higher levels of protection. This information includes the following information: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic/biometric data, health, sex life or sexual orientation.

We will not ask for this information from you as part of your fundraising activities and will only collect it if you provide it to us or otherwise make such information public.

**What about other third parties?**

We may share some of your personal information with third parties (e.g. press or our social media followers) as part of helping you promote or to celebrate any fundraising activity or event. Usually, this will only include your name, any organisation you are from, the fundraising event/activity and details of any funds raised on our behalf. If you wish for your fundraising activities to be kept anonymous then please let us know at the time of contacting us.

**Data security**

We have put in place measures to protect the security of your information, where necessary.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third



parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention**

#### **How long will you use my information for?**

We will retain your personal information for the duration of your fundraising activity and for a period of 7 years thereafter to take into account any limitation period for claims and/or any regulatory or legal requirements with regard to accounting and financial reporting.

### **Your individual rights**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.



If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Tammy Bolton, HR Manager in writing, using the contact details above.

### **No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Person responsible for managing data at Action Homeless**

We have appointed Reg Mawdsley, Finance Director to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact Reg Mawdsley using the contact details above. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact Reg Mawdsley or Tammy Bolton, using the contact details above.**