

You may have heard about the new General Data Protection Regulation ("GDPR") that comes into effect May 25, 2018. To help comply with GDPR consent requirements, we need to confirm that you, as supporters, would like to continue receive our charity's newsletters and cards. To continue to receive this data it is now necessary for you to opt in with written approval which needs to be forwarded to the charity headquarters. You can opt in by contacting the charity via an email or writing to the registered office within a timescale of (2) weeks from receiving this statement, failure will unfortunately result in your data being removed. **(You can, of course be added back in to our records if you contact us after this deadline.)**

Friends of the Lazarus Home for Girls board of Trustees takes the protection of your privacy very seriously.

Privacy notice relating to Supporters financial giving gift aid and newsletters and cards offered and provided by the charity in order to meet our legal responsibilities.

How do we collect information from you?

We obtain information about you when you engage with us concerning our charity and/or when you use our website, for example, when you contact us on the subject of financial giving, updates, newsletters, talks or being added to our charity data base.

What type of information do we collect from you?

The personal information we collect might include your name, address, telephone number, email address, or information on our gift aid downloads when you may have visited on our website and when you accessed them.

How is your information used?

In general terms, we may use your information to:

- contact you by post, email or telephone;
- maintain our records in accordance with applicable legal and regulatory obligations;
- process financial transactions;

We are required by legislation, and other regulatory requirements to retain your data where you have ceased to support us. The period of retention required varies with the Charity Commissions legislation but is typically **four** years. To ensure compliance with all such requirements it is the policy of the charity to retain all data for a period in excess of this from the date we cease to act.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Any trustees with access to your information have a duty of confidentiality under the ethical standards that this charity is required to follow.

Third party service providers working on our behalf

We will pass your information to our accountants for auditing and HMRC for the purposes of claiming gift aid. However, we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a system in place that requires them to keep your information secure and not to use it for their own purposes.

Please be assured that we will not release your information to third parties unless you have either requested that we do so or it is required to complete a task requested by you, or we are required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.

How you can access and update your information

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about you. If any of your information changes, please email or write to us, or call us using the 'Contact information' noted below.

You have the right to ask for a copy of the information that The Friends of the Lazarus Home for Girls holds about you.

Security precautions in place to protect the loss, misuse or alteration of your information

Whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems.

Your data will be processed in our office. We take the security of your data seriously and so all our systems have appropriate security in place that complies with all applicable legislative and regulatory requirements.

Your choices

We may occasionally contact you by post, email, telephone or other online methods of communication with details of any changes in legal and regulatory requirements or other developments that may be relevant to your affairs and, where applicable, how we may assist you further. If you do not wish to receive such information from us, please let us know by contacting us as indicated under 'Contact information' below.

Your rights

Access to your information: You have the right to request a copy of the personal information about you that we hold.

Correcting your information: We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information: You have the right to ask us to delete personal information about you where:

- you consider that we no longer require the information for the purposes for which it was obtained
- you have validly objected to our use of your personal information – see 'Objecting to how we may use your information' below
- our use of your personal information is contrary to law or our other legal obligations
- We are using your information with your consent, to withdrawn your consent – see 'withdrawing consent to use your information' below.

Restricting how we may use your information: In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right

might also apply where there is no longer a basis for using your personal information but you do not want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Objecting to how we may use your information: Where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Withdrawing consent to use your information: Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in 'Contact information' below if you wish to exercise any of these rights.

Changes to our privacy notice

We keep this privacy notice under regular review and update it here from time to time.

This privacy notice was last updated on 23 May 2018. **Contact information**

Friends of the Lazarus Home for Girls in Bethany Registered Charity N0-1163342

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E-mail - lazarus.anderson@btinternet.com

70 Ambridge Way,
Seaton Delaval
Whitley Bay
NE25 0PY

Complaints

We seek to resolve directly all complaints about how we handle your personal information but you also have the right to lodge a complaint with the Information Commissioner's Office at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone -[0303 123 1113](tel:03031231113) (local rate) or [01625 545 745](tel:01625545745)
Website: <https://ico.org.uk/concerns>