

# SPAEDA PRIVACY POLICY

## DATA PROTECTION and PRIVACY NOTICE



### Introduction

This Data Protection and Privacy Notice explains how we use your data, how you can control the way in which we use that data and what actions you can take if you would like to change the way in which your data is being used.

### Who are we?

We are the Somerset Partnership Arts Education Agency (SPAEDA), a registered charity no.1083241. For the purposes of this Privacy Notice we simply refer to ourselves as "SPAEDA".

### What information do we collect about you?

We collect the personal data that you may volunteer as part of a membership scheme, giving donations, making bookings, buying products and completing evaluation or surveys.

Personal information we collect may include:

- Your Name, Title,
- Postal address, email address and phone number;
- If applicable, the organisation you work for and your role
- Family and spouse/partner details, relationships to other donors and/or members;
- Date of birth (where appropriate),
- Gift aid declaration

When we ask you to provide your personal information, we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

### How we obtain your data from you

The information we hold about you will have been provided directly by you when you have taken part in one or more of the activities outlined above.

### What we do with your data

The core activities we carry out with your data enable us to:

- send information to you about SPAEDA
- help manage and develop the ongoing work of SPAEDA
- administer donations
- administer membership scheme(s)
- administer volunteering opportunities, training events and programmes of work

### What information we collect

We collect the following classes of information:

- Name(s) and address, email, phone number(s) and other relevant contact details and preferences
- Information on bookings for our training and events
- Records of donations
- Records of volunteering

- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.
- Age and family information where relevant to yours or our needs

Our Website uses cookies – for more information check our Website Use Policy.

#### Protecting your data

We keep your data secure in our database with appropriate security mechanisms in place. In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data or described in this notice.

Examples are given below:

- We will provide information to HMRC on Gift Aided donations since we have a legal obligation to provide this information

#### Who we might share your information with?

We do not disclose personal data to any third parties or external organisations. We may occasionally need to transfer your personal information overseas, for instance to a bulk email distributor like MailChimp. Where this is necessary, this may be to countries or territories around the world. This would only be to organisations that are fully compliant with General Data Protection Regulation 2018 (GDPR). We are required to ensure any transfers of data will be done securely, in accordance with best practice, and in compliance with the General Data Protection Regulation 2018 (GDPR). Your data will never be sold or passed to any third party for marketing or any other purpose.

#### Our responsibilities

The law requires us to tell you the legal basis upon which we process your data.

- Some activities (for example sending you newsletters which promote SPAEDA's goals and interests) require your consent. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity
- In some circumstances the law requires us to disclose information to another party. An example is the reclaim of tax on Gift Aid. If you Gift Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date(s) and amount(s) of any such donation
- The law allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a business need, and so long as your "interests or your fundamental rights and freedoms are not overriding". Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.

#### How long do we keep your data?

We will keep data for as long as is needed to complete the task for which it was collected. Relationships between donors or volunteers and SPAEDA are often long-term ones, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it.

## Your rights

You have a variety of rights about the way we process your data.

These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time.
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you. So, we can protect an individual's data from being obtained by another you will need to provide adequate proof of identity such as a copy of your passport, driving licence or recent utility bill before your request can be processed.
- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so. Activities like processing Gift Aid donations, or given us may mean we cannot entirely stop processing your data. However, we will always endeavour to comply with such a request.
- If you are not satisfied with the way we have processed your data then you can complain to The Chair, SPAEDA and/or the Office of the Information Commissioner.

## Changes to our privacy notice

We regularly review our privacy notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them.

This privacy notice was last changed on 15 February 2021.

## Contacting us

If you have any questions about this Data Protection and Privacy Notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact Zoe Truong, Business Manager [zoe@spaeda.org.uk](mailto:zoe@spaeda.org.uk).