

INTRODUCTION

We understand that the privacy of our [members] [donors,] [funders,] [supporters,] [volunteers,] [beneficiaries,] [users]>> is important to them and that they care about how their personal data is handled. In this Privacy Notice, we refer to them all of those individuals as “you” for simplicity.

We respect and value your privacy and will only hold, use, or share your personal data in ways that are described here and that are consistent with our obligations and your legal rights.

1. Information about us

<<insert charity name>> [insert charity name] no: [insert Charity Commission number] and is]

EITHER

[a charitable company limited by guarantee registered in England under no. <<Company Registration Number>>] and address is: <<insert address>>.]

OR

[a charitable [trust] [unincorporated association] whose main office address is at<<insert address>>]

OR

[a charitable incorporated organisation whose principal office in England at <<insert address>>]

[and it is regulated by the Charity Commission for England and Wales]

[VAT number: <<insert VAT number>>]

[Data Protection Officer: <<insert name>>]

Email address: <<insert email address>>]

Telephone number: <<insert telephone number>>]

Postal address: <<insert postal address>>]

[Representative: <<insert name>>]

Email address: <<insert email address>>]

Telephone number: <<insert telephone number>>]

Postal address: <<insert postal address>>]

<<insert further information about us>>]

2. What does this Notice cover

This Privacy Notice explains what personal data that we collect, how it is collected, how it is held, how it is processed. It also explains your rights under data protection legislation and to your personal data. Further information about your rights can be obtained from the Information Commissioner’s Office or your local Data Protection Bureau.

¹ The “data protection legislation referred to” in this Notice is the General Data Protection Regulation (EU Regulation 2016/679) and the Data Protection Act 2018.

3. What is “personal data”?

Personal data is any information that can directly or indirectly identify a particular person. In simpler terms, any information about a person that can be used to identify them. Personal data covers obvious information such as name, address, contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers. The scope of what we collect and use is set out in paragraph 5 below.

4. What are my rights?

Under the data protection laws, you have the following rights, which we will always work to uphold. You have the right to:

- be informed about how we use your personal data;
- access and be given a copy of the personal data we hold about you. (See paragraph 10 below about how to access your data)
- require us to correct or delete inaccurate or incomplete personal data;
- be forgotten: in certain circumstances, you have a right to have your personal data erased from our records;
- restrict (i.e. prevent) the processing of your personal data;
- object to the way we process your personal data (e.g. for direct marketing);
- withdraw consent: if we have used your personal data, you can withdraw your consent at any time;
- data portability: the right to have us transfer your personal data to another organisation in a structured, commonly used, and machine-readable format;
- not be subject to a decision based solely on automated processing (including profiling) which produces legal effects or similarly significant decisions in this way.

As to how to contact us for exercising your rights as outlined above, see paragraph 11 below.

It is important that your personal data is accurate and up-to-date. If any of the personal data we hold about you is inaccurate or out of date, please let us know so we can keep us informed as long as we have that data.

If you wish to make a complaint about the way we have used your personal data, you have the right to lodge a complaint with the Information Commissioner's Office but please contact us first (see paragraph 11 below) so we can try to resolve your concerns ourselves.

5. What personal data do you collect?

We may collect and hold some personal data from you using the methods set out there. [We collect <> personal data] [or] [personal data relating to <> and/or offences]].

Data collected

[Identity Information including name, address, contact details, e.g. name, telephone number, email address, birth date, gender>>.]

able person who can be directly or indirectly identified by a particular identifier. Personal data is, in simpler terms, any information about a person that can be used to identify them. Personal data covers obvious information such as name, address, contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers. The scope of what we collect and use is set out in paragraph 5 below.

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- access and be given a copy of the personal data we hold about you. (See paragraph 10 below about how to access your data)
- require us to correct or delete inaccurate or incomplete personal data;
- be forgotten: in certain circumstances, you have a right to have your personal data erased from our records;
- restrict (i.e. prevent) the processing of your personal data;
- object to the way we process your personal data (e.g. for direct marketing);
- withdraw consent: if we have used your personal data, you can withdraw your consent as the legal basis for using your personal data at any time;
- data portability: the right to have us transfer your personal data to another organisation in a structured, commonly used, and machine-readable format;
- not be subject to a decision based solely on automated processing (including profiling) which produces legal effects or similarly significant decisions in this way.

As to how to contact us for exercising your rights as outlined above, see paragraph 11 below.

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If you wish to make a complaint about the way we have used your personal data, you have the right to lodge a complaint with the Information Commissioner's Office but please contact us first (see paragraph 11 below) so we can try to resolve your concerns ourselves.

We may collect and hold some personal data from you using the methods set out below, using the 'special category' ('sensitive') personal data relating to criminal convictions and offences.

How we collect the data

Method of collection and/or source of data: e.g. provided by you, or by direct marketing, or via our website,>>.

[Contact information including data collected, e.g. address, telephone number]	method of collection and/or e.g. provided by you, or by direct with you, or via our website,>>
[Payment information <<insert data collected, details, bank account whether you are a tax payer]	method of collection and/or e.g. provided by you, or by direct with you, or via our website,>>
[Data, including <<ins collected, e.g. contact profile information>>, from available sources and following third parties: <<ad descriptions of the third part]	method of collection and/or e.g. received from publicly sources and/or provided by a third example an event organiser or >.
[<<add further information a e.g. information needed applicant to become a volun]	method of collection and/or e.g. provided by you, or by direct with you, or via our website,>>

6. How do you use my personal data?

Under UK data protection law, we must have a lawful basis for using your personal data. The following table sets out how we use your data, and our lawful bases for doing so.

ways have a lawful basis for using your data. We will [will] **OR** [may] use your personal data for the following purposes:

What we do	Why we do it	Our lawful basis
[Administering our charity.]	<<insert purpose for which we collect the data>>	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Managing our relationship with you, e.g. as a volunteer or employee.]	<<insert purpose for which we collect the data>>	<<Insert lawful basis. If "contract", state how necessary for the performance of our contract with you for provision of services or taking steps necessary to enter into a contract.>>
[Supplying our services to you.]	<<insert purpose for which we collect the data>>	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are. If "contract", state how necessary for performance of the contract>>
[Managing payments for our services.]	<<insert purpose for which we collect the data>>	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>.
[Signing you up as a]	<<insert purpose for which we collect the data>>	<< Contract. By paying your

member]	na	membership fees you have entered into a contractual relationship with us as set out in our membership terms and conditions>>.
[Communicating with you, including where you enquire about us and our work, activities, volunteering, events]	<<na	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are, e.g. it is necessary for us to read and store your [email] message so that we can respond in the way that you would expect>>.
[Supplying you with information about our work by [email] [and/or] [post] [where you have opted-in-to that.] (You may opt-out at any time by <<insert opt-out method>>.)]	<<	[<<Consent. You have given your active permission>>] [and/or] [<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>]
[Receiving a donation from you and claiming Gift Aid on your donations]	<<	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are, e.g. this is necessary for us to fulfil your intention of donating money and your expectation of a confirmation message>>
[Manage our events]	<<	<<insert lawful basis (if "legitimate interests", state what the legitimate interest(s) is or are>>
[<<add further uses as required>>.]	[<<or pu	th al [<<insert lawful basis (if "special category data" under Part 1 or Part 2 of Schedule 1 of the Data Protection Act 2018, state what the category is>>]

[With your permission and/or for marketing purposes, we [telephone] **AND/OR** [text appeals, campaigns, or other services. You will not be served fully protect your rights and legislation and the Privacy Act 2003, and you will always have

[We will always obtain your with third parties for market

y, we may use your personal data contacting you by [email] **AND/OR** [post] with newsletters, fundraising information about our products or g or spam. We will always work to ons under the UK data protection cations (EC Directive) Regulations -out.]

before sharing your personal data ll tell you who they are), and you

will be able to opt-out at any

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that the use for those original purpose(s) and any other use of your personal data in the future is compatible with the original, or

If we need to use your personal data for a purpose(s) for which it was not originally collected, that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where required by law, we may process your personal data without your consent. This will only be done within the limits of the data protection laws and your legal rights.

7. How long will you keep my personal data?

We will not keep your personal data for longer than is necessary in light of the reason(s) for which it was first collected. For the following periods (or, where no fixed period, the following factors will be used to determine how long it will be kept for):

Type of data
[Identity Information including details of data collected, e.g. name, title, date of birth, gender>>.]
[Contact information including details of data collected, e.g. address, telephone number>>.]
[Information including <<insert data collected>>, e.g. job title, professional details>>.]
[Financial transactions including <<insert data collected>>, e.g. card details, bank account numbers>>.]
[<<add further information as required>>.]

8. How and where do you store my personal data?

[We will only store or transfer your personal data within the UK. This means that it will be fully protected under the data protection laws of the UK.]

AND/OR

[We will only store or transfer your personal data within the European Economic Area (the "EEA")². This means that it will be fully protected under the data protection legislation and/or the laws of any EEA country.]

[Please contact us using the details in paragraph 11 below for further information]

use(s) for which it was originally collected unless the new purpose is compatible with that or the original data for that purpose. If we do so, we will explain how the new purpose is compatible with the details in paragraph 11 below.

that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

ed by law, we may process your personal data without your consent. This will only be done within the limits of the data protection laws and your legal rights.

than is necessary in light of the reason(s) for which it was first collected. For the following periods (or, where no fixed period, the following factors will be used to determine how long it will be kept for):

We keep it
Details of retention period, or how long it will be determined if no fixed period.
Details of retention period, or how long it will be determined if no fixed period.
Details of retention period, or how long it will be determined if no fixed period.
Details of retention period, or how long it will be determined if no fixed period.
Details of retention period, or how long it will be determined if no fixed period.

How and where do you store my personal data?

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within the European Economic Area (the "EEA")². This means that it will be fully protected under the data protection legislation and/or the laws of any EEA country.]

ph 11 below for further information]

² The EEA consists of all EU member states, plus Iceland, Lichtenstein.

about the particular data protection law in the country of origin of the personal data to a country outside the European Economic Area.

The security of your personal data is important to us. We take a number of important measures to protect your personal data, including:

- limiting access to your personal data to only those employees, contractors, and other third parties who have a legitimate need to know and ensuring that they are subject to appropriate confidentiality obligations;
- procedures for dealing with data breaches, including notifying you if we are legally required to do so;
- <<describe specific measures>>.

9. **Do you share my personal data with third parties?**

We will not share any of your personal data with any third parties, subject to the following exceptions:

[If we merge any or all of our assets with those of another charity, your personal data may be transferred to another charity. We will ensure that the new charity uses your personal data in the same way as we have used it as specified in this Privacy Notice.]

In some limited circumstances, we may be required to share certain personal data, which might include your personal data, with legal obligations, a court of law, or a government authority.

[We may sometimes contract with third parties to supply <<products>> AND/OR <<services>>.]

Recipient	Activity carried out
<<Insert type of recipient and (optionally) name (also state whether recipient is a data controller or a data processor)>>.	<<Insert short description of activity carried out or activities carried out>>.
[<<add further recipients as required>>]	

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that the data is handled safely, securely, and in accordance with your rights, and the applicable data protection law, as described above in paragraph 8.

10. **How can I access my personal data?**

If you want to know what personal data we hold about you, that personal data and for what purposes we are using it, known as a subject access request, you can ask us for details of

held by us when transferring your personal data to a country outside the European Economic Area.

and to protect your data, we take a number of important measures, including:

• limiting access to your personal data to only those employees, volunteers, agents, and other third parties who have a legitimate need to know and ensuring that they are subject to appropriate confidentiality obligations;

• procedures for dealing with data breaches, including notifying you if we are legally required to do so;

• <<describe specific measures>>.

accidental or unlawful destruction, loss, alteration, unauthorized access to, or disclosure of your personal data) to the Information Commissioner's Office where we are required to report such breaches.

any third parties for any purposes, subject to the following exceptions:

assets, your personal data may be transferred to another charity. We will ensure that the new charity uses your personal data in the same way as we have used it as specified in this Privacy Notice.]

required to share certain personal data, which might include your personal data, with legal proceedings or complying with legal obligations, a court of law, or a government authority.

third parties to supply <<products>> AND/OR <<services>>.]

	Location
business or other activity carried out (where applicable) <<insert details>>.	<<Insert country and (optionally) address or other contact details>>.

party, as described above, we will take steps to ensure that the data is handled safely, securely, and in accordance with your rights, and the applicable data protection law, as described above in paragraph 8.

that you, you can ask us for details of what personal data we hold about you (including what personal data is held). This is known as a subject access request.

All SARS should be made in paragraph 11. [To make it possible, you may (but do not) copy of which is available on

There is not normally any charge excessive' (for example, if your administrative costs in re

We will respond to your SAR in any case, not more than] of complete response, including cases, however, particularly required up to a maximum of will be kept fully informed of

11. **How do I contact you?**

To contact us about anything including to make a SAR, please name>>)[(Data Protection O

Email address: <<insert email

Telephone number: <<insert

Postal Address: <<insert add

12. **Changes to this Privacy Notice**

We may change this Privacy Notice changes by <<describe when

email or postal address shown in and to your request as quickly as Form in the attached Schedule [a

request is 'manifestly unfounded or (sts) a fee may be charged to cover

(less than one month)>> and, in t. Normally, we aim to provide a al data within that time. In some ore complex, more time may be date we receive your request. You

personal data and data protection, details [(for the attention of <<insert

me. [We will let you know of any notified>>

Subject	Form
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Important Information

<<Insert Charity Name>> collects certain personal data about its subjects (e.g. subjects"). As a data subject, you have a legal right, under data protection law, to know about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data;
- Details of any sharing or transfer of your personal data;
- How long we hold your personal data;
- Details of your rights under the law, including, but not limited to, your rights to withdraw your consent, your rights to withdraw your personal data at any time and/or to object to our processing of your personal data.

No fee is payable under normal circumstances. We reserve the right to charge a reasonable fee for subject access requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based on the administrative cost that we will incur in order to respond.

Please complete the required information [by post] addressed to: <<insert name and position (e.g. Data Protection Officer)>> <<insert contact details>>. You may also return it to us [by email] **AND/OR** by email.

You do not have to use this SAR form. You may write to us using the same contact details.

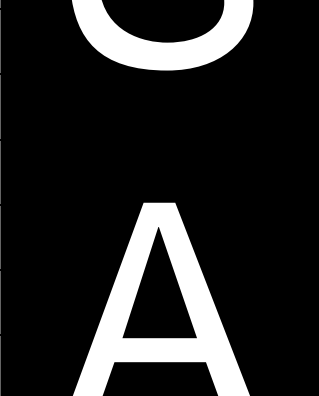
After receiving your SAR, we may require additional supporting information to verify your identity and/or proof of your identity. This is to ensure the privacy and personal data of our subjects.

We will respond to all SARs within 30 days. We will provide a written receipt and will aim to provide all the required information to you within the 30 days. If we require more information from you, we may need more time and will inform you accordingly.

If you are making a SAR on someone other than yourself, please contact <<insert name and position (e.g. Data Protection Officer)>> **before** making your request.

Subject	Form
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Your Details

Title:			
Forename(s):			
Surname:			
Address:			
Telephone Number:			
Email Address:			

Information Being Requested

Please provide specific details (requested and any additional info to confirm your identity).

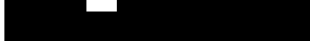
By completing this form, you are
legislation for personal data colle
entitled to receive.

NMI

Declaration

By signing below, **you confirm**
Access Request Form. You w
indemnify <<Insert Charity Name>
cannot accept subject access req
including members of your family.

subject named in this Subject
individual named and will fully
enses incurred if you are not. We
personal data from anyone else,

Name:			
Signature:			
Date:			

1