

BREADLINE PRIVACY STATEMENT

Introduction

Your privacy is important to us. Breadline is committed to protecting your privacy, keeping the data you share with us safe, and using it lawfully.

We aim to be transparent with you about how we collect your data, and we will not do anything you wouldn't reasonably expect from us.

This policy sets out how we obtain, use and protect any information that you give us when you use this website or provide it by any other means. Please read this policy carefully to understand how we will collect, use, store and protect your data.

Who we are:

Breadline is a charity registered with The Charity Commission in England & Wales with Charity (No 1060661) and a registered UK Company (No 3303140) Limited by Guarantee. Our registered office is 84 Liverpool Road, Walmer, Kent. CT14 7PS.

What data may we collect from you?

We collect personal data when you opt-in to receive our Updates and prayer information. We collect this information when you complete a contact form on our website, or complete or response form which accompanies bi-annual Updates or contact us by email, phone and mail. This information may include:

- Your name
- Your postal/billing address
- Your telephone numbers
- Your email address
- Gift Aid details
- Information you enter on our website when you wish to contact us
- Records of your correspondence with us including your requests to opt-in to our mailings

Where do we collect your data from?

We do not collect information from third parties, and only collect and use what you may choose to provide.

We do not include or offer third party products or links on our website.

Sensitive data

We do not collect sensitive personal information about you unless there is a clear reason for doing so, such as where we need this information to ensure safeguarding, to carry out appropriate checks on volunteers.

We do not collect information about children who are aged under 16 .

Why do we collect and how do we use your data?

We may collect and use your information:-

- to provide you with bi-annual Updates and Prayer Requests for us and our partners (where you ask to receive this information)
- to provide you with information that you have requested about our work or our activities
- to process donations
- for administration purposes (eg we may contact you about a donation you have made or a project you have expressed an interest in)
- for internal record keeping, such as the management of feedback or complaints
- to record the contact that we have with you
- to comply with the law regarding data sharing.

You do not have to provide us with this information but if you choose not to we may be unable to give you the information or service you request.

We will ask for your permission regarding the method by which you would like to be contacted about our events and activities (such as post, telephone or email).

We rely on a variety of legal bases for processing your data depending on the activity being undertaken

- We use **legitimate interests** for carrying out any administration in relation to processing receipts for donations towards supporting us and our beneficiary partners financially as well as to thank you for those.
- We use **consent** for all the Updates and Prayer Requests sent out to those to wish to receive them. Every Update will provide a clear opportunity for you to opt-out of/ unsubscribe from future mailings (both by post or email)..
- We use **compliance with a legal obligation** as the basis for processing any legally required activities such as Gift Aid returns to HMRC.

How long will we hold information and keep it accurate?

We take reasonable steps to create an accurate record of any personal data you have submitted to us.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always seek to comply with Data Protection legislation. We will contact you periodically to check that the information we are holding is accurate and that you agree to us holding it. You can let us know about any changes to your personal data by contacting us.

How do we store and protect your information?

We will not share any of your data to any third parties without your permission unless, or unless indicated in this privacy policy or agreed by you.

We may need to pass on information if required by law or by a regulatory body. For example if we're required to by HMRC, or a law enforcement agency, or to protect Breadline in the cases of suspected fraud or defamation.

We will never sell, trade or otherwise transfer your data to a third party for the purposes of marketing. We do not engage in cold calling activities of any kind.

We will not transfer your personal data to countries outside the European Economic Area. Only with your consent will we inform a beneficiary or partner that you are the donor.

Breadline has security measures in place to protect against the loss, misuse and alteration of personal data under our control.

We ensure access to information is kept securely. Your personal information is therefore stored in secured networks and is only accessible by a small number of people who have password protected access to the data and who are committed to keeping the information confidential. This includes our own administrative staff, and our web design team Cyberfrog webdesign Ltd.

We implement a variety of security measures when a user enters, submits or accesses their information to maintain the safety of your personal information.

Requesting access to your personal data

You have the right to request access to information about you that we hold. To make a request for your personal information, contact Brian Pile (see below).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact Brian Pile (see below).

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Cookies

The BL website is free of cookies.

Changes to our Privacy Policy

We may update this policy from time to time without notice to you. By continuing to use our website you will be deemed to have accepted such changes. You should check his policy from time to time to ensure that you are happy with any changes.

This policy was last reviewed on 22 May 2018.

Contact

If you would like to discuss anything in this privacy notice, please contact Brian Pile via the contact page on the website, by telephone, by post or by email to brianpile@breadlinemoldova.org

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