

FRIENDS OF PORTLAND WORKS PRIVACY POLICY

**Organisation details**

1 Friends of Portland Works is a registered charity no 1160641. The correspondence address is The Office of the General Manager, Portland Works, Randall Street, Sheffield S2 4SJ. The Data Protection Officer is Paul Iseard. The charity has voluntarily registered with the Information Commissioner’s Office.

2 The Friends of the Portland Works (FoPW) collect and process data under the lawful basis of ‘legitimate Interests’. Full details of this lawful basis can be found on the Information Commissioner's Office website. The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information.

This policy applies if you’re a supporter of the FoPW (associate member, donor, volunteer) or visit our website, email, or if you call or write to us.

We will never sell your personal data and the privacy and security of your data is assured.

**Scope**

3 Our Privacy Policy explains

* how we comply with The Data Protection Law/General Data Protection Regulations.
* what personal data we collect
* how we ensure information collected is only used for its intended purpose
* how we store data securely
* how we use personal data
* rights of access to personal information and how to opt out

**Your Personal data**

4 We collect a minimum of personal information to enable us to communicate with our supporters, associate members and volunteers on matters relevant to Portland Works and other local heritage projects. We will only collect the following personal data: First name, second name, residential or business address, email address, and telephone number (tel. no. is optional.) We will NOT collect any sensitive data about you. The Act defines ‘sensitive personal data’ as information about racial or ethnic origin, political opinions, religious beliefs or other similar beliefs, trade union membership, physical or mental health, sexual life, and criminal allegations, proceedings or convictions. You are defined as a “supporter” when you want to receive information about our work by email; an “associate member” if you have paid a modest annual subscription to support our work and be more closely involved; “volunteers” are non trustees who help run events sponsored by our charity.

**Use for intended purpose**

5 Supporters/associate members/volunteers will be asked to provide personal details to help us effectively communicate with you and evaluate our performance. Personal details will never be shared with external bodies except with your express permission or where we use secure third party methods to transmit information. Examples of third parties are Eventbrite for the promotion of lectures, and Mailchimp for newsletter mail-outs. Both platforms are compliant with the Data Protection Act. For events organised by our charity, Eventbrite gives the event organiser access to the names of ticket holders for the purposes of registering our guests on arrival and/or informing them of any changes to the event programme. The Mailchimp email marketing service helps us to safely store personal data and offers a secure way to manage contacts.

6 There are other ways in which you may share personal information with us – through the contact page and My Donate button on our website; outreach events where we register individual interest in our work and take donations; bequests; and Gift Aid declarations. We will use your personal information as appropriate, to process your associate membership, contact you about our activities and events, and for general management purposes. Personal emails provided during these transactions will be added to our mailing list so that we can keep you informed and involved in our work.

7 When we take photos or video at events for educational or publicity purposes we will always respect people’s privacy. We will explain how any images will be used and make it easy and comfortable for individuals to opt out of having personal images recorded.

**Storing your personal data**

8 Your personal data is stored on a single non-networked computer that can only be accessed by the Data Protection Officer or an authorised charity trustee. The computer is securely stored at a private address and is protected by anti-virus software. In the case of associate members, the membership secretary will have access to the associate member database and this likewise will be stored at a private address on a virus protected non-networked computer. The data will be backed up onto a memory stick and stored securely. Your personal data will be stored for no more than three years after our final contact with you.

**How we use your personal data**

9 Personal data is used primarily for communication between our charity and our supporters/associate members/volunteers. Newsletters and other group communications are either sent by Mailchimp or email using the “blind copy” facility. Aggregated data regarding overall numbers of members, their geographical distribution, overdue subscriptions and the like will be shared from time to time with Trustees as a natural part of the management process. The aggregated data will not reveal the identity of individuals, and may be used in Annual Reports to the Charities Commission.

10 Associate members will be approached by the membership secretary when subscriptions fall due and reminders may be issued. All payment systems will be properly protected whether payments are made by cheque, direct debit, standing order or bank transfer.

11 When recruiting new members/supporters we will require you to give written consent for us to hold your personal details.

12 Your personal information will not be shared with an external body without good reason and your express prior permission. The only exception would be where the charity is required by law to disclose personal information.

**Rights of Access and time limits for storage of your personal information**

13You canrequest details of personal information held about you by emailing the Data Protection Officer using the contact form on our website

https://friendsofportlandworks.org/

You will receive a reply within two weeks.

 14 You can opt out at any time from receiving communications from our charity. Supporters/volunteers who opt out will have their data deleted within one month of notification being received. Personal information on associate members who resign or do not renew membership will be held for three years in case it is needed as part of any Charities Commission regulatory or external financial audit action.

Reviewed May 2023