

Acts 4 Sharing

GENERAL DATA PROTECTION REGULATIONS PRIVACY POLICY

INTRODUCTION

Acts 4 Sharing take your privacy seriously and will only use your personal information to enable the purposes of the charity to be fulfilled on a day to day basis.

In accordance with the General Data Protection Regulations which came into force on 25th May 2018 **Acts 4 Sharing** (From here on referred to as 'We', 'our' & 'us') are required to inform you – our supporters, clients, donors, referral agents – what information we collect about you, on paper or digitally; how we store it; what we will use it for, who we will share it with and how long we will keep it on our records.

PRAYER SUPPORTERS:

We collect your name, address or email address (either by you sending us an email or by filling out a signed form)

This information is stored on the **Acts 4 Sharing** laptop which is password protected and will be used by the administrator to send you prayer and news updates.

Permission given to us to send updates to you either by post or email is kept securely in a file at the working office.

This information will be kept for as long as you are happy to receive updates and until such time as you ask to be removed from our mailing list.

We will not share it with any other parties

FINANCIAL SUPPORTERS:

We collect your personal data on the appropriate 'giving' form with or without permission to collect Gift Aid on your donation.

We collect your name, address and the amount & frequency of your donation/s

This information is used to check against our financial records

This information is shared with our Treasurer and used to process our application for Gift Aid

It is kept securely in a file at the working office

We will not share your data with any other parties

DONORS:

We collect your name, address/ email address and phone number from you; this is written on a red form (to avoid it being photocopiable)

It is used to make arrangements to collect donated items from you by members of the **Acts 4 Sharing** team.

Only the **Acts 4 Sharing** PIN protected phone will be used to contact you. All text messages/phone call logs will be deleted after collection has been completed.

Only the **Acts 4 Sharing** email or **Acts 4 Sharing** Facebook messaging will be used to contact you digitally. All messages will be deleted after collection of your items.

After the items are collected your personal data is destroyed by shredding

We will not share your data with any other parties

CLIENTS:

We collect your name, address, phone number, age band, ethnicity and reason for needing help; this is written on a red form (to avoid it being photocopiable). This is given to us by one of our referral agents who will have collected it from you; some of the information may be given by you personally.

We use your name, address and phone number to make arrangements with you to deliver the items you need; once delivery is complete this personal data is destroyed by shredding.

Only the **Acts 4 Sharing** PIN protected phone will be used to contact you. All text messages/phone call logs will be deleted after delivery has been completed.

Only the **Acts 4 Sharing** email or **Acts 4 Sharing** Facebook messaging will be used to contact you digitally. All messages will be deleted after delivery of your items.

Age band, ethnicity and reason for needing help are kept anonymously for our records and to use in applications for future funding. Your personal data will no longer be associated with this.

We will not share your personal data with any other parties

REFERRAL AGENTS:

We collect your name, phone number and email address

These are kept on file on the **Acts 4 Sharing**, password protected laptop and on the **Acts 4 Sharing** PIN protected phone.

They are used for the sole purpose of keeping in touch with you when referrals are in process.

After a referral is complete all associated emails/ texts/ phone logs will be deleted

They will be kept on record until such time as you ask to be removed or it becomes apparent that you are no longer working in a particular role/ as a referral agent

The Administrator is responsible for all issues relating to Data Protection.

Agreed by Trustees: 13/7/18 Reviewed by Trustees November 2020 – next review date is November 2025 unless relevant legislation/regulations change

“Acts 4 Sharing” is a registered Charitable Incorporated Organisation with the Charity Commission in England. No. 1158033.