

07810 005763
office@acts4sharing.org
acts4sharing.org



Data privacy policy

Introduction

We take your privacy seriously and 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, we 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 use it for; who we share it with and how long we will keep it on our records.

The administrator is responsible for all issues relating to data protection.

We do not share your data with any other parties.

Prayer supporters

We collect your name, address or email address, either by you sending us an email or by completing and signing a form.

This information is either stored digitally and password protected, or held securely in the office, and then used by the administrator to send prayer and news updates.

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

Financial supporters

We collect your personal data on the appropriate 'giving' form, with permission, if appropriate, to collect Gift Aid on your donation.

We collect your name, address and the amount and frequency of your donation.

This information is used to check against our financial records and given to our treasurer and used to process our application for Gift Aid; and kept securely in a file in the office.

Donors of items

We collect your name, address, email address and phone number and used to create a printed donation form and make arrangements to collect your donated items.

Only the Acts4Sharing PIN-protected phone is used to contact you. All text messages and phone call logs are deleted after collection.

Only the Acts4Sharing email or Acts4Sharing Facebook messaging is used to contact you digitally. All messages are deleted after collection of your items.

After the items are collected the personal data is cut from the donation form and shredded.

Clients

We collect your name, address, phone number, age band, ethnicity and reason for needing help; this is written on a collection form. This information is given to us by one of our referral agents who has collected it from you; some of the information may have been given to us 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 the personal data is cut from the collection form and shredded.

Only the Acts4Sharing phones are used to contact you. All text messages and phone call logs are deleted after delivery.

Only the Acts4Sharing email or Acts4Sharing Facebook messaging will be used to contact you digitally. All messages are deleted after delivery.

Age band, ethnicity and reason for needing help are kept anonymously for our records and to use in applications for future

Referral agents

We collect your name, phone number and email address.

This information is either stored digitally and password protected, or held securely in the office, and then used by the administrator to keep in touch with you when referrals are in progress.

Only the Acts4Sharing PIN-protected phone is used to contact you.

After a referral is complete all associated emails, texts and phone logs are deleted.

Your details are kept on record until such time as you ask to be removed or it becomes apparent that you are no longer working as a referral agent.

Agreed by trustees: 13/07/18, reviewed by trustees November 2020, next review date is November 2025 unless relevant legislation or regulations change