 **Privacy notice for Fundraising**

The Together Trust is committed to protecting your privacy when you make contact with us and use any of our services. The following privacy notice explains how we use, store and protect the information we have about individuals, who have made donations to the charity either as a one off donation or a regular subscriber, under the General Data Protection Regulation (GDPR).

The Together Trust has a Data Protection Officer under the GDPR who can be contacted;

By email: dataprotection@togethertrust.org.uk

Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE

**Who we are**

At the **Together Trust**, we deliver individual care, support and education services across the North West.

The Together Trust's **Fundraising Team** raises money for individuals who access these services.

**The personal data we hold**

We collect and store the following kinds of personal information:

* Name
* Address
* Phone
* Email Address
* Bank details (not retained)
* Tax Payer Status for Gift Aid purposes

**Why we use this data**

We process your personal information for the purposes of processing your donation(s), collecting gift aid, fundraising and telling you about the work that we do through marketing and newsletters.

**Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

* We have consent from you
* To process your data in order to comply with applicable laws and regulations for processing such as Lottery and Raffles with the Gambling Commission and Gift Aid with HMRC

You can ask to opt out from Fundraising communication at anytime by emailing our Data Protection Officer dataprotection@togethertrust.org.uk

We will not use your personal information for further fundraising purposes if you have indicated that you do not wish to be contacted by us for such purposes. However, we will retain your details on a suppression list to help ensure that we do not continue to contact you.

**How do we store this data?**

With your consent, we will collect personal information from you, which will be stored on our secure servers.

We may have also collected your name and address from a third party initially prior to contacting you to gain your consent to collect further personal information for the purposes stated above.

**How long do we keep your data for?**

We will keep your personal information only for as long as we need to and/or are required to. The criteria we use for determining these retention periods is based on various legal requirements; the purpose for which we hold data and whether there is a legitimate reason for continuing to store it (such as in order to deal with any future legal disputes).

In most cases this will be for a maximum of 6 yearsfrom the end of the accounting period of your last donation to us.

Personal information that we no longer need is securely disposed of and/or anonymised so you can no longer be identified from it. We continually review what personal information and records that we hold, and delete what is no longer required

You can request our full retention schedule by contacting our Data Protection Officer.

**Data sharing**

We do not share, sell or rent your information to third parties for marketing purposes. However, we may disclose your personal information in the following circumstances:

* To other third parties who support our fundraising operations including payment and processing services
* Where we are under a duty to disclose your personal information in order to comply with any legal obligation, for example, where ordered by government bodies and law enforcement agencies.

**Transferring data internationally**

If we ever have to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**What are my rights?**

You have rights under GDPR in regards to how your personal data is used and kept safe:

* Right to be informed about the collection and use of your personal data
* Right to withdraw your consent which allows us to collect, store and process your personal data
* Right to request a copy of the information that we hold about you.
* Right to ask us to erase your data.
* Right to know if your personal data is being shared with anyone other than the person to whom you have given your personal data
* Right to restrict us processing your personal data Right to object and complain
* Right to know if we are collecting personal data on you for the purposes of profiling you.

The Together Trust has produced a guide [‘Know you rights’](https://www.togethertrust.org.uk/sites/default/files/Know%20your%20rights%20V2.pdf) to explain these in more detail. To exercise any of these rights please contact our Data Protection Officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane,

 Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

* By email: dataprotection@togethertrust.org.uk
* Or by writing: DPO, Together Trust Centre, Schools Hill, Cheadle, SK8 1JE