



The Sheiling Trust Privacy Notice

Our Contact Details

Email: strategy@reconnectcamp.org

Website: www.reconnectcamp.org

What type of information we hold

The personal information we hold includes First names and surnames, email addresses, customer financial information and employee data.

How we get information and why do we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons. In brackets is the legal basis under current data protection legislation on which this data is processed.

- Enquiring about our organisation and its work (Legitimate interest – it is necessary for us to read and store your message so that we can respond in the way you would expect)
- Signing up for one of our meetings or events (consent – when you book onto an event you are giving us consent to process your data)
- Subscribing to email updates about our work for example resources, events, campaigns (consent – you have given your active consent)
- Making a donation (legitimate interest – this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message)
- Processing Gift Aid (Finance Act 2010)
- Website functionality (legitimate interest)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at strategy@reconnectcamp.org or by writing to us.

(b) We have a contractual obligation.

(c) We have a legitimate interest.

What we do with the information

We use the information that you have given us in order to:

- Reply to enquiries you have sent us
- Contact you about our events
- Send you information from us such as our newsletter
- Handle donations, camp bookings and other transactions

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors; or
- We are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

For a number of processes we use Third Parties to process data, all who comply with GDPR legislation. These are listed below for your information

Process	Third-Party	Privacy Policy
Storage of personal information	Office 365	https://privacy.microsoft.com/en-gb/privacystatement
Storage of personal information	DropBox	https://www.dropbox.com/en_GB/privacy
Online web forms	Survey Monkey	https://www.surveymonkey.com/mp/legal/privacy-policy
Mass emailing	Mailchimp	https://mailchimp.com/legal/privacy/
One off gifts and payments	Give.net	https://www.stewardship.org.uk/privacy/privacy-notice
Gift aid	HMRC	https://www.gov.uk/government/publications/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you
Donating to us	Charities Aid Foundation	https://www.cafonline.org/privacy
Donating to us	Stewardship	https://www.stewardship.org.uk/privacy/privacy-notice

How long do we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one calendar month to respond to you.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

Please contact us at strategy@reconnectcamp.org if you wish to make a request.

How to complain

You can complain by writing to our chair by email or in writing in the first instance outlining the issues and this will be responded to promptly.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

Policy updated January 2021

Policy to be reviewed before July 2022

Author: The Sheiling Trust trustees