

DATA PRIVACY NOTICE

Let Them Shine

Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

Who are we?

Let Them Shine is the data controller. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

Let Them Shine complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

What personal data do we hold about you?

If you are a sponsor of a child we keep a record of your name, address, email, telephone number, subscription information and gift aid status.

We use your personal data for the following purposes.

- To administer sponsorship
- To fundraise and promote the interests of the charity
- To inform individuals of news, events and activities
- To process gift aid claims.

The legal basis for processing your personal data.

This is based on your having requested to sponsor a child AND on your having given consent for us to keep you informed about new, events and activities.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will not be sold or shared with any third parties.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. If you cease to be a sponsor we will delete the data after 12 months.

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Let Them Shine holds about you;
- The right to request that Let Them Shine corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Let Them Shine to retain such data.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Anthony Summersell, trustee of Let Them Shine.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Consent Form

By signing this form, you are confirming that you have read this Data Privacy Notice and that you are consenting to Let Them Shine holding and processing your personal data for the following purposes:

- To administer sponsorship
- To fundraise and promote the interests of the charity
- To inform individuals of news, events, activities
- To process gift aid claims.

If you do not grant consent we will not be able to use your personal data.
If you do grant consent, you can withdraw your consent at any time by contacting Anthony Summersell, trustee of Let Them Shine.

Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

Signed: _____

Dated: _____

Please sign, date and return the form to the Let Them Shine, c/o 1 Grants Cottages, Battle Road, Brightling, TN32 5HZ
Alternatively, email your consent to info@letthemshine.org