

Data protection, Privacy & Communications Policy



www.Charlies-Angel-Centre.org.uk is a website operated by Charlies-Angel-Centre Foundation.

We are a registered charity and our registration number is 1172233 in England and Wales. Our address is 6B Ashbrooke Park, Parkside lane, Leeds LS115SF.

Charlies-Angel-Centre Foundation takes the privacy of our beneficiaries, supporters and volunteers very seriously. At Charlies-Angel-Centre Foundation we are strongly committed to protecting your privacy and every reasonable effort is taken to ensure that your information is kept secure and intact. This policy describes how Charlies-Angel-Centre collects and uses personal information about the people who visit our websites and give us their data over the phone, face-to-face, and in writing. This policy also states how and why we use data, how we store it and how individual personal preferences can be amended.

The terms of this policy may change, so please check it from time to time. This version, published on the 1st February 2021, supersedes all previous versions.

By using our website, you are accepting and consenting to the practices described in this policy. If you have any queries about this policy please contact:

The Data Protection Officer's

Sam Key & Ruth Curtis
6B Ashbrooke Park
Parkside Lane
Leeds
LS11 5SF

E-Mail: infocharliesangelcentre@gmail.com

Charlies-Angel-Centre Foundation Privacy Statement

GDPR provides the legal framework that defines how personal information can be used. Charlies-Angel-Centre Foundation is fully committed to complying with the principles set out in GDPR and has a legal duty to protect any information we collect from you.

Please read this privacy policy to understand how we use your data.

In summary:

Only information that we need is collected.

Your personal information is only used for the purpose for which we collect it.

Your personal information is only seen by those who need it to do their jobs.

We will only disclose data when we have your consent, or where we are obliged to disclose personal data by law, or as expressly permitted under the GDPR (through contract; legal obligation, vital interests; public task; or legitimate interests).

We will keep your information up to date. Inaccurate or misleading data will be corrected as soon as possible.

Personal information is retained only for as long as it is required for the purpose collected; normally, this will be for a maximum of 7 years if we do not hear from you during this time. Unless there is a legal requirement to do otherwise, at the six year point, we will take steps to remove your information from our records.

Your information will be protected from unauthorised or accidental disclosure and processed in an appropriate manner to maintain its integrity and confidentiality.

We will provide you with a copy of your personal information on request.

These principles apply whether we hold your information on paper or in electronic form.

How do we use your personal information?

We use the personal information you give us, where relevant, for:

Administrative purposes

Providing you with information and/or services

Providing safe and consistent support to families

When collecting your personal information, we may ask for your consent to contact you in future.

Where you have provided appropriate consent, we will provide you with news and updates about our services, upcoming events, resources, campaigns and appeals. These communications maybe sent by email, post, telephone or SMS depending on the consent you have provided.

If you wish to stop receiving such communications, you can opt-out at any time by

contacting: infocharliesangelcentre@gmail.com or by clicking on an 'unsubscribe' link in any email you receive from us

How do we collect information?

We obtain personal information from you when you enquire about our services – including fundraising – register with us, send or receive an email, donate to us, ask a question or otherwise provide us with personal information.

We will only ever collect the information that we need, including data that will be useful to help improve our services. The information is either needed to fulfil your request or to enable us to provide you with a more personalised service.

What information do we collect?

The personal information we collect might include name, date of birth, email address, postal address, telephone number.

We also collect special categories of personal data such as information about your health if this is required for the purpose you have contacted Charlies-Angel-Centre Foundation.

We collect special categories of personal data only if we are permitted to do so by data protection law, and we have additional measures in place to protect this data.

How can you access, amend or delete your personal information?

How can you access your personal information?

Under the Data Protection Act you have the right to request a copy of the personal information we hold about you. This is known as a Subject Access Request. If you would like to submit such a request please write to us at: Administration Department,

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6b Ashbrooke Park
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or contact us at: infocharliesangelcentre@gmail.com

We may request proof of your identity; this is to ensure we do not pass personal information to any else other than the person making the request. The statutory time for our response is 40 days, but we will endeavour to respond sooner.

How can you amend or remove your personal information?

If you believe any of the personal information we hold on you is out of date or incorrect, or you wish it to be deleted please contact us at: infocharliesangelcentre@gmail.com

