



## **Privacy Notice: Friends of Givin' it Laldie**

Data Controller: Givin' it Laldie

Data Protection Officer: Clare McBrien, Manager, [givin.it.laldie@gmail.com](mailto:givin.it.laldie@gmail.com)

We at Givin' it Laldie (GiL) are committed to protecting your personal information and respecting your privacy in everything we do. This Privacy Note lets you know what data we may collect about you, why we collect it, how we use it, and how we keep it secure. It also gives you information about your rights and how you can get in touch with us.

### Who Are We?

We are Givin' It Laldie, a small third sector charity (charity no. SC043406) based in the Gorbals. We make music with a variety of people from all walks of life with a view to improve wellbeing and bring the community together through music. We are based at Gorbals Parish Church, 1 Errol Gardens, G5 0RA.

### What personal information do we process?

The personal information we process may include:

- Your name and contact details (including postal code, email address and telephone number).
- Your bank or credit card details and information as to whether you are a UK taxpayer so we can claim gift aid.
- If you access the Givin' It Laldie Website we collect your IP address, MAC address, browser type, device and model, operating system version, geographical data, time zone, meta data and any comments you leave on our blog posts.

### How Do We Collect Information About You?

The main way we will collect information is by asking you fill in the Friends of Givin' it Laldie form.

When you interact with us on social media platforms such as Facebook and Twitter, we may obtain information about you (for example, when you publicly tag us in an event photo). The information we receive will depend on the privacy preferences you have set on those platforms.

Only data we collect when you access the Givin' it Laldie website is transferred it out of the EEA to the US. This is because the plug in we use to protect our website from exploits and attacks, Wordfence, is a US company. It is stored for 90 days unless the data is involved in malicious activity such as IP addresses stored on an IP black list. Word Fence is fully GDPR compliant and you can find more information on it here: <https://www.wordfence.com/blog/2018/05/wordfence-is-gdpr-compliant/>

### Why do we process your information?

We collect your information so that we are able to process your donation(s) to the charity lawfully and appropriately. If you give us permission, we may also like to contact you to invite you to events, tell you our latest news and inform you of any further fundraising activities we may have.

Data protection law requires us to rely on one or more lawful grounds to process your personal information. We consider the following grounds to be relevant:

*Legitimate Interest of the Organisation:* To support us to understand our current fundraising activity and how we can improve it moving forward.

*Consent:* If you give us permission, we may like to contact you in the future to invite you to one of our events, update you on our latest news or inform you of other fundraising activity.

*Contract:* If you become a Friend of Givin' it Laldie or you make a donation we enter into a contract with you where we collect your bank details so that the donation can be made and we can fulfil our contractual obligation.

#### How Long Do We Keep Your Data?

We keep your information for no longer than is necessary for the purposes it was collected for. We will retain information on your name and contact details for the duration of your time with us and for one year afterwards.

We are obliged by legal considerations to keep financial personal data for seven years from your last donation to Givin' it Laldie.

#### Who Has Access to Your Data?

We store your data securely according to our Data Security Policy. We do not sell or rent your information to third parties. Only relevant members of Givin' it Laldie and our accountants Brett Nicholls' staff will have access to your personal data as is necessary for them to do their job.

#### Your Rights and Choices.

As a data subject, under UK data protection law, you have a number of rights over the personal information we have about you including:

- obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data
- object to the processing of your data where we using your personal information (1) based on legitimate interests, (2) for direct marketing or (3) for statistical/research purposes.

If you would like to exercise any of these rights, contact Clare McBrien, [givin.it.laldie@gmail.com](mailto:givin.it.laldie@gmail.com).

We will respond to any requests you make with regards to these rights within one month unless legal exceptions apply. In the case where you indicate you do not wish to be contacted, we will retain your details on a suppression list to help ensure that we do not continue to contact you. However, we may still need to contact you for administrative purposes like where we are processing a donation or thanking you for your participation in an event.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

Thank you and if you have any questions please email Clare McBrien, Manager at Givin' it Laldie, [givin.it.laldie@gmail.com](mailto:givin.it.laldie@gmail.com).