



LAFF'S PRIVACY NOTICE

We want to keep you, our supporters, informed about how you're changing vulnerable people's lives. But, we only want to do this in ways that you're happy with. We also want to keep it super simple for you to tell us how you like to receive information. Once we know, we always protect your personal information to the highest standards.

This Privacy Notice explains how LAFF does it.

Purpose and scope of this notice

The purpose of this Privacy Notice is to tell you straight what information we collect and how we use it. The Privacy Notice applies to all forms of data we use that is covered under UK/EU data protection legislation (EU Directive 95/46/EU), and from May 2018 the General Data Protection Regulation (2016/679, and the UK Data Protection Act 1998).

How we collect and use your information

LAFF will NEVER sell or exchange your personal information with other organisations for marketing purposes.

We only collect information about you when:

- You volunteer or campaign for us, make a donation or enquire about an event.
- You sign up to receive updates on our activities.
- You post on our social media sites like Facebook, Twitter and Instagram - depending on your privacy settings or the privacy policies of these sites, you might give us permission to receive information about you from them.
- You contact us through the following channels: online, email, phone, SMS, social media or by post.

We may also receive information about you from third parties such as Just Giving and Virgin Money Giving – but only if you've given them permission to share your information with us. These organisations will have their own privacy policies so please do make sure you read them before providing your information.

As we are a small volunteer-led charity, we work with a professional fundraising agency who collects trust and foundation information on our behalf. This doesn't affect individual donors. All donors can be assured that we are still responsible for your data.

If you are making a significant donation we may carry out desktop research into the source of your donation using information in the public domain to identify the sort of business you do. LAFF only likes accepting support from nice people.

The types of personal information we might hold about you

If you support our work in any of the ways described above, we are likely to hold some of the following information about you:

- Your name, address, email address and phone numbers.
- Your previous donation history and details of your plans to give in the future.
- Your tax status if you have given us permission to claim Gift Aid or told us you are not eligible.
- If you are taking part in an event or volunteering internationally for us, we may also collect medical information, passport details and emergency contact details.
- Where it is appropriate, we may ask your specific interests relating to our work.

Using your personal information

We will use your information for the following purposes, when it is in both your and our legitimate interests to do so:

- To keep in touch with you in the lead up to any LAFF fundraising (or other) events you might sign up for. This is to make sure you have all of the information you need for taking part. We will also contact you after the event to get your feedback and communicate the total of any funds raised.
- To administer your donations, including Gift Aid processing.
- To communicate with you about how your donations are helping people and how you can help LAFF continue our important work.
- To inform our marketing and raise more money for LAFF in a cost efficient way.

With your consent we may also email or send you text messages with news updates, updates on fundraising appeals you have given to, and new appeals.

We will generally assume the consent you give us to use your information will be valid for three years, unless you tell us otherwise. If you no longer want us to contact you in these ways, let us know and we will make a note not to contact you.

We do not use external organisations to collect and/or process personal information of individual donors, but we sometimes use external organisations to collect trust and foundation information on our behalf. By agreeing to this Privacy Notice, such organisations are giving us a general written authorisation to do so in relation to the third parties listed below:

- **FUNDAID**

This list is current as at the date of this Privacy Notice, but may change from time to time. We will ensure that any future changes to this list are reflected in this Notice.

We use MailChimp to send update emails to you. The process of MailChimp involves transferring data to the US, which doesn't follow EU data laws, however MailChimp protects data by complying

with Privacy Shield. This is an EU-US arrangement that enables companies to comply with data protection requirements when transferring data between them.

How long we keep your information for

We will hold your personal information on our systems for as long as is necessary for the relevant activity, for example we will keep a record of any donations you have made for up to six years. For regular supporters with whom we have an ongoing relationship, we may need to keep donation information for longer, for tracking purposes.

If you tell us you do not consent to receive communications from us, we will keep a record of your contact details to enable us to remove you from any contact lists, now and in the future.

If you have a direct debit with us and you cancel we will be sad and a bit poorer. But we don't keep your bank details on file so you don't need to worry about anything like that.

Legacy income is an amazing thing for LAFF's beneficiaries. We may keep personal information you provide to us for as long as is needed both to administer legacy gifts and to communicate effectively with the families of people leaving us legacies. This also enables us to identify and analyse the source of legacy income we receive.

How do we protect your information?

We implement appropriate technical and organisational security measures to protect your information and keep it confidential.

We want to keep you in control!

You can change your mind about the consent you have given us for communicating our new updates or fundraising activities at any time.

You can ask us to stop using your information for any of the purposes listed above at any time.

You can request to see the information we hold about you at any time and ask us to correct, delete or restrict it. Please be considerate though. We're a small bunch of very committed volunteers, so please don't make multiple requests if you can help it.

If you are not happy with the way we have processed your data, you can make a complaint to our team using the contact details at the end of this Notice. And, if you aren't happy with our response you have the right to lodge a complaint with the UK's Data Protection Authority - the Information Commissioner's Office.

Changes to this Privacy Notice

This policy will be reviewed at least annually. The next review is planned for January 2019. If we make significant changes we will publish them clearly on our website or contact you directly with more information.

From time to time we may need to amend or update this notice, for example if there is a change in the way that we use personal information or because of updates to the law.

Further information

If anything is unclear, please get in touch at the following address:

22 Highfield Lane

Dewsbury

West Yorkshire

WF13 4BQ

Or email us at - **trustee.comms@laffcharity.org.uk**.

Thanks for supporting LAFF!

Updated April 2018

Latin American Foundation for the Future is a charity registered in England and Wales 1125872