

Beamsley Project

Privacy policy and Data Protection

Beamsley Project is committed to protecting your privacy. This policy explains how we collect and use personal information that you provide to us whether on-line, by phone, mobile, e-mail, letter or other means of communication.

By using our website, any of our services, or providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

Who are we?

The Beamsley Project Charitable Trust is an independent charity registered in England and Wales (Registered Charity Number 701574). We raise funds and provide accessible holiday accommodation.

Data Protection Act

In carrying out our day to day activities we process and store personal information relating to our visitors and supporters and we are therefore required to adhere to the requirements of the Data Protection Act 1998. We take our responsibilities under this act very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with that Act and all other applicable data protection laws and regulations including, but not limited to, the Privacy and Electronic Communication Regulations. We will adhere to the General Data Protection Regulation (GDPR) coming in to force in May 2018.

What personal information do we collect and store?

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address, telephone number, mobile telephone number, fax number, bank account details. If you are supporting us by making a donation this can include whether you are a UK tax payer so that we can claim Gift Aid (please rest assured we do not collect information about your actual tax payments, just whether you are a tax payer).

We collect personal information about you when you ask about our services and activities, make a donation to us, register for an event, engage with our social media or message boards, order products and services (such as email newsletters), or otherwise give us personal information.

We do not normally collect sensitive information but may need to collect health information especially if you need to borrow our hoists and slings or require District Nurse attendance or oxygen supplies obtaining. However, we will make it clear to you when we are collecting such information and the reasons for it.

We may take photographs for use within the Beamsley Project or ask you to supply us with photographs. We will always ask your permission before taking and using photographs and individuals will not be identified by name.

Financial payments

Payments to Beamsley Project can be made by cheque and these would contain information about your bank. We would also need to ask for your bank details when making BACS payments to you. This information is only available to our staff dealing with finances. We do not take credit/debit cards and will never ask for this information.

Why do we collect and how do we use your information?

- to provide you with the services or information you have requested;
- to process any donation(s) we may receive from you;
- to ask you to help us raise money or donate money to our charity, but always in accordance with our supporter promise;
- to provide you with information about our work or our activities, that you have asked to receive;
- to invite you to participate in surveys or research;
- for administration purposes e.g. we may contact you about a donation you have made or event you have expressed an interest in;
- for internal record keeping, such as the management of feedback or complaints;
to analyse and improve the services we offer;
- the use of IP addresses to block disruptive use, to record website traffic or to personalise the way our information is presented to you to identify your approximate location;
- where it is required or authorised by law; and
- assessing your personal information for the purposes of fraud prevention (regrettably some people target charities for illegal purposes such as money laundering and, quite rightly, we are required to monitor financial activity and report suspected fraud to the appropriate authorities).

It is your choice on the type of communications and information you receive about our charity and the ways in which you can get involved. You can change your mind at any time by contacting us at The Beamsley Project, Harrogate Road, Hazelwood, SKIPTON, BD23 6JA. ☎ 01756 710 255 E: info@beamsleyproject.org

We will not use your information for marketing purposes if you have asked us not to. However, we will retain your details on a suppression list to help ensure we do not continue to contact you.

Information sharing and disclosure

We will not sell or swap your information with any third party.

We may disclose your personal information to third parties if we are required to do so through a legal obligation (for example to the police or a government body); to enable us to enforce or apply our terms and conditions or rights under an agreement; or to protect us, for example, in the case of suspected fraud or defamation.

We may share your personal information with health professionals but only if you have asked us to do so.

We do not share your information for any other purposes.

Accuracy of information

We aim to ensure that all information we hold about you is accurate and, where necessary, kept up to date. If any of the information we hold about you is inaccurate and either you advise us or we become otherwise aware, we will ensure it is amended and updated as soon as possible.

Storing your information

The information that we store is kept within the United Kingdom and stored on secure hard drives or in locked cabinets.

We will keep your information for as long as required to enable us to operate our services but we will not keep your information for any longer than is necessary. We will take into consideration our legal obligations and tax and accounting rules when determining how long we should retain your information. When we no longer need to retain your information, we will ensure it is securely disposed of, at the appropriate time.

Our web site

Our website contains links to other websites belonging to third parties and we sometimes choose to participate in social networking sites including but not limited to You Tube and Facebook. We may also include content from sites such as these on our website however, we would advise that we do not have any control of the privacy practices of these other sites. You should make sure when you leave our website that you have read and understood that site's privacy policy in addition to our own.

Changes to this policy

This policy replaces all previous versions and is correct as of March 2018. We will regularly review and update this Privacy and Data Protection Statement and will update, modify, add or remove sections at our discretion. Any changes will be notified to you either via e-mail or through an announcement on our website and your continued use of our website, any of our services and/or the continued provision of personal information after we have posted the changes to these terms will be taken to mean you are in agreement with those changes.

Your rights

You have the right to:

- request a copy of the information we hold about you;
- update or amend the information we hold about you if it is wrong;
- change your communication preferences at any time;
- ask us to remove your personal information from our records;
- object to the processing of your information for marketing purposes; or
- raise a concern or complaint about the way in which your information is being used.

If you wish to find out more about these rights, or obtain a copy of the information we hold about you, please contact The Beamsley Project, Harrogate Road, Hazelwood, SKIPTON, BD23 6JA