**Data Protection & Privacy Policy**

This notice is written in accordance with the Data Protection Act 2018

**Our commitment**

We will always store your personal details securely. We'll use them to communicate with you in the way(s) that you have agreed to. Your data may also be used for analysis purposes so that we can provide the best service possible. We will always treat your personal information with care.

We are committed to using your records in ways that respect your rights. We have a legal duty to keep information about you confidential and secure.

**What is personal information?**

Personal information is anything that identifies you. This includes things like name, date of birth, address and postcode.

**Why do we collect data about you?**

The Shed on the Isle will process your personal information for the purposes of:

* Administration
* Personnel matters (where appropriate)
* Fraud prevention
* Charity regulation
* Fundraising
* Safeguarding and Care

The legal basis for the collection and processing of your personal information is that you have given us consent and/or that it is our legitimate interest to do so in order to support The Shed’s needs in the area and your rights and freedoms are not prejudiced by this. We will keep your personal data within the European Economic Area and normally expect to retain it for 7 years.

**What sort of information do we hold?**

* Your name, address and date of birth
* Contact details
* Communication preferences
* Bank account details
* Gift Aid information
* Relationship to The Shed on the Isle

**What do we use this information for?**

To keep you updated with all things Shed related which includes the following activities:

* News
* Updates on the Shed
* Events and challenges
* Fundraising Campaigns
* Income generation
* Profiling
* Relationship building

**How do we keep your records confidential?**

The Trustees at The Shed on the Isle follow strict policies around confidentiality and storage of information.

**We have a duty to:**

* Maintain full and accurate records.
* Keep records about you confidential, secure and accurate.
* Provide information in a format that is accessible to you (for example in large type if you are partially sighted).

In most cases, we will only have personal data that you have provided to us.

**Sharing information about you?**

We will not sell your personal data to anybody.

In limited circumstances we may share your information.

**Your rights**

You can change your mind about your contact preferences at any time and also have the right to withdraw your consent.

You have the right of access to your personal data and in some cases require us to restrict, erase or amend it by emailing shedontheisle@gmail.com or calling 07919323174.

If you have any concerns or complaints about how we are handling your personal data please do not hesitate to get in touch.

Further information available at [www.ico.org.uk](http://www.ico.org.uk/)

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