



Fundraising Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you whilst we are working with you and for a period thereafter. It also explains your rights under the law relating to your personal data. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects and uses the information?

Frontline Fife (the 'Charity') is a 'Data Controller' and gathers and uses certain information about you.

Frontline Fife is a company limited by guarantee registered in Scotland under company number 179304 and is a Registered Scottish Charity under Scottish Charity Number SC021832.

Registered address:
57 - 59 Viewforth Street
Kirkcaldy
Fife
KY1 3DJ

What is personal data/information?

This notice applies in relation to the processing of your personal data. Personal data is defined under data protection laws in the UK and Europe as 'any information relating to an identifiable person who can be directly or indirectly identified' and is, in effect, any information about you that enables you to be identified. This would include obvious information such as your name and contact details but could include other information like data relating to your circumstances which can be put together to deduce your identity.

The data we process

When we receive donations from our fundraisers, we process the following data:

- Name
- Address
- Postcode
- Donation details
- Wish to add Gift Aid

We process the fundraising data we collect for administering the funds that we receive, including the administration of Gift Aid where applicable.

Our legal basis for processing fundraising data

Legitimate Interest

Frontline Fife have a legitimate interest to process this data so that we can effectively administer any donations made.

Legal obligation

In circumstances where you add gift aid to your donation, Frontline Fife are required to process your name, address and postcode for the purposes of claiming back gift aid as you have indicated is your wish.

Who we may share data with

In order to claim back gift aid (if you have indicated that you wish to add gift aid to your donation) Frontline Fife share your name and address with HMRC.

How we store your information

We store your data securely at our offices. We store your data for a period of 1 year. If we do not hear from you after this period, we will ensure that your data is deleted.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

The Data protection principles are:

1. Processing is lawful, fair and transparent

We have identified and documented our legal basis for processing your data (set out in the below schedules). We use this privacy notice to inform you about the data we process and treat you fairly in relation to the data we process.

2. Purpose limitation

We specify our purposes for processing each category of processing and set these out in the below schedules. We do not (further) process data for reasons out with these purposes.

3. Data minimisation

We only process the minimum data required to fulfil our specified purpose.

4. Accuracy

We do our best to ensure that all the personal data we process in relation to your case is accurate.

5. Storage limitation

We only keep the personal data that we process for as long as we need is. Our retention periods are set out in our data protection policy.

6. Security

We take appropriate technical and organisational measures to ensure that the personal data that we process is stored securely.

7. Accountability

In our capacity as a Data Controller, we are accountable to these data protection principles and can show how we comply with these requirements.

Your rights

Under the GDPR, you have the following rights, which we will always work to uphold:

1. The right to be informed about the personal data we collect and use about you. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions.
2. The right to access the personal data we hold about you. This is called making a subject access request.
3. The right to have your personal data rectified if any of your personal data we hold is inaccurate or incomplete.
4. The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have.
5. The right to restrict (i.e. prevent) the processing of your personal data.
6. The right to object to us using your personal data for a particular purpose or purposes.
7. The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another organisation or business in certain cases.
8. Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about how we use your personal data or to exercise any of your rights as outlined above, please contact our Data Protection Officer using the contact details provided below. Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about how we use your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. You can contact them through their website at www.ico.org.uk or can call them on 0303 123 1113.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to staff who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Changes to what we do

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose, we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way.

The latest version of this Privacy Notice will always be available at www.frontlinefife.co.uk

How to contact us

For information about how we collect, store and process your personal data or for any questions or concerns you might have about data protection please contact our Data Protection Officer at natasha.johnstone@frontlinefife.co.uk

How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at www.ico.org.uk/make-a-complaint/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.