



Salford Foundation Limited

Data Protection Privacy Notice (Fundraising)

1 Why we need this notice

Salford Foundation is a social inclusion charity that aims to create better futures for young people and adults in Salford, Greater Manchester and the North West. For the purposes of providing these services, Salford Foundation holds personal data on a variety of people including: children, young people and adults who use our services; current and former employees; job applicants; volunteers/mentors; supporters, partners and funders.

We ('Salford Foundation') respect your privacy and are committed to protecting your personal data and being transparent about how we collect and use your data. We demonstrate this through operating within the requirements of General Data Protection Regulation (GDPR) and by building in appropriate safeguards during the collection, storage, processing, sharing and disposing of personal data.

This notice contains important information about how we process information about individuals who support our work by fundraising. This includes taking part in a Salford Foundation sponsored event, raising funds for us via a third party like The Great Manchester Run, donating your own money through Gift Aid, Payroll Giving, Virgin Money Giving, Text Giving, Amazon Smile, Give as You Live and other donation/online platforms or money raised by a group). This includes:

- 1 Who collects personal information about you;**
- 2 What information we collect about you and how and why we do so;**
- 3 How we use the information and who we may share it with;**
- 4 How we store your personal information;**
- 5 How long we keep your information;**
- 6 Your rights to correct and access your information and to ask for it to be erased; and**
- 7 Details of where you can find further information and how to complain if we get things wrong and cannot resolve them for you.**

2 Who we are

Salford Foundation www.salfordfoundation.org.uk is a registered charity (registered in England and Wales: 1002482) and a company limited by guarantee (company number: 2472369). Our registered address is:

Salford Foundation
Foundation House
3 Jo Street
Salford
M5 4BD

Salford Foundation's Data Protection Officer, Mairi Palmer, is responsible for data protection compliance and for answering any questions you may have about this privacy notice. You can contact her at the above address, by email: dpo@salfordfoundation.org.uk or by phone 0161 787 8500.

We will be the "Data Controller" when we process your personal information. This means we make decisions about what your data is used for and who sees it.

3 What information do we collect?

Personal data is any information from which a person can be identified. It doesn't apply to groups of people or where the data has been anonymised (made so a person can't be identified from it).

When you support the work of Salford Foundation by taking part in a sponsored charity event or donating your own money through fundraising platforms or Gift Aid we will collect some personal information from you.

We use this information to keep a record of your support, to comply with HMRC requirements and to send you relevant information about our work, including fundraising activities and ways we hope you can support us in the future.

This is the type of data we might collect from you:

Contact Data	name, residential and business address, email address, telephone number
Communications Data	emails, content submitted via website, notes and records of conversations and meetings
Financial Data	details about the donations you have made to us including information pertaining to Gift Aid
Marketing Data	information about your marketing preferences, for instance whether you have agreed to receive email updates, telephone calls and newsletters from us

4 How do we collect information about you?

Information is collected in a number of ways: when you submit your contact details via our website or if you make a direct donation to us this will be collated in our Customer Relationship Management system, Donorfy.

If you participate in a fundraising event or make a donation through our website, you will be directed to Virgin Money Giving, a third party website that collects your personal data and passes it to us. For confirmation of how Virgin Money Giving manages your data, please click on their privacy policy [here](#).

Donations made to us via Text use the Donr platform, a third party organisation that collects your personal data and passes it to us. For confirmation of how Donr manages your data, please click on their privacy policy [here](#).

5 What is our legal basis for processing data?

Under the General Data Protection Regulation (GDPR), we must have a legal reason to keep your data and process it. When you make a donation to us we will process your data on the basis of legitimate interest. We do this because we cannot process your donation and manage our relationship with you without using your personal information. When processing personal information based on a legitimate interest, we will make sure that it is exercised proportionately and is always balanced against the privacy rights and other legal rights you have as an individual.

From time to time, we will send to our supporters, donors and other interested parties, communications about our work, including campaigns or fundraising activities, marketing and fundraising materials. We will only do so where you have expressly consented to receive such communications based on your preferred communication method. Whenever we send such a communication, we include an option for you to unsubscribe from receiving further communications.

6 Profiling on corporate supporters/donors and major individual donors

Salford Foundation is always grateful for any donation our supporters can give. Like the majority of other UK charities, we also aim to build long-term relationships with individuals, private companies, Trusts and Foundations, ensuring their donations support our charitable objectives and relevant projects and services.

Our fundraising team may gather information about you from publicly available sources. For example, this may include Companies House, the Charity Commission of England and Wales, Business Directories, local and national press and media. This helps us to understand more about you as an individual or organisation, your ability and potential interest to support our charity work.

For significant financial donations, we may also use publicly available sources to carry out due diligence on individuals who control private companies and Trusts and Foundations, in line with our Ethical Fundraising Policy.

We are committed to working in a transparent, ethical, responsible and honest way. If you prefer that your personal data was not used for the purposes of profiling, you can contact our Data Processing Officer using the details in the 'Who we are' section above.

7 How we use your information and who we may share it with?

We collect and retain personal information in order to process your donation, manage our relationship with you and to inform you of future opportunities that may be of interest to you. The information collected is confidentially held by Salford Foundation. It will not be sold or shared with any third parties for the purposes of direct marketing or fundraising other than with your consent.

There will be occasions when we need to share information with third parties to fulfil the purposes set out above. For example, we may need to share information with third party IT service providers (including email service providers) and financial service providers such as our bank.

We require all third parties to respect the privacy of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

There may also be occasions when we will ask you for your consent to use your data to help us inform the public about our work via case studies or for use on social media. Consent to being filmed or photographed can be withdrawn at any time by notifying us in writing. Please note that should you withdraw your consent after the filming material or photographs have been published, we will do our best to remove them. However, we will not be

able to remove these from publications already in circulation and may not be able to guarantee their complete erasure.

8 Where do we store your information?

We store your personal information securely in paper or electronic forms at our offices. We have in place appropriate technical and security measures to prevent personal information from being accidentally lost, or used and accessed in an unauthorised way. Where we store your personal details electronically this will be held on our secure server, which is protected via a firewall and is located in the UK, or on our fundraising database (Donorfy) which is stored within the European Economic Area.

We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only under our instructions and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach, for example if your data were lost, destroyed or stolen. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

9 How long do we keep your information for?

Salford Foundation will only use and store personal information for as long as it is required for the purposes for which we collected it.

The criteria we use for determining retention periods for personal information is based on: legislative requirements; the purpose for which we hold the data and guidance issued by relevant regulatory authorities. We review our data retention periods for personal information on an annual basis.

Personal information that we no longer need is securely disposed of and/or anonymised so individuals can no longer be identified from it.

Examples of our retention periods are:

- For Donors, as long as you are an active supporter, partner, campaigner, donor or fundraiser for us and only up to three years after your last interaction with us.
- Up to six years in relation to Gift Aid (and in compliance with HMRC regulations).
- If you ask us not to contact you, we will keep some basic information about you on a suppression list in order to avoid sending you unwanted materials in the future.

10 Your rights to correct and access your information and to ask for it to be erased

Under the General Data Protection Regulation (GDPR), you have a number of rights over the data we hold about you. These are:

1. The right to access your personal information (sometimes called a 'data subject access request');
2. The right to ask us to edit and update your personal information;
3. The right to ask us to delete your personal information;

4. The right to stop or limit processing of your personal information if we are not entitled to use it anymore;
5. The right to request we send your personal information to someone else;
6. The right to object; and
7. The right to lodge a complaint with a supervisory authority.

Please contact our Data Protection Officer (DPO) at dpo@salfordfoundation.org.uk if you wish to exercise your rights, update your personal information or if you have any questions about this notice. If you wish to access your personal data by making a 'subject access request', please do so in writing. We may ask for proof of your identity. Your data will be provided free of charge and we will make every effort to respond within one calendar month.

11 How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your personal information. You can contact them at dpo@salfordfoundation.org.uk.

You have a right to make a complaint at any time to the Information Commissioner's Office, for example if you feel that we have not been able to address your concerns. They can be contacted at the following address:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

We may make changes to this notice at any time. If we change something important, we will give you a new copy of this notice. This notice was last updated 01 February 2021