



Privacy Notice for Supporters, Donors, Website Users & Job Applicants

Your Privacy

This Privacy Notice is intended for individuals who support us through fundraising or donations, visit and use our website, job applicants and those making enquiries with us.

If you are an individual who is or has been supported by us or whose personal data we may hold in connection with a supported person, the relevant Privacy Notice can be obtained using the contact details below.

If you were previously employed or volunteered with us, you can exercise your rights or make enquiries with us by using the contact details below.

Your privacy matters to us and we are committed to the highest data privacy standards, confidentiality and adherence with UK GDPR Data and the Protection Act 2018.

To disclose this to you, our Privacy Notice includes the following:

- What data we collect from you.
- How and why we process it.
- Who we share it with and why.

We adopt the core principles of data protection legislation and recognise our obligations under the applicable data protection laws.

Bethphage is registered with the Information Commissioners Office (ICO) Registration No.: Z5087841

Collection of your Personal Data

We collect your personal information directly from you via:

- Face to face engagement
- Telephone or email
- Our website contact, enquiry, news subscription or application forms
- Donations or fund raising activities
- Reporting safeguarding issues (can be done anonymously)

Categories and Type of Personal Data Collected and processed.

We may need use some or all of the following information depending on how we engage with you:

- Personal contact details, including name, address, telephone number(s), personal email

- Financial information relating donations or fundraising
- Information with enquiries or safeguarding reports
- Records of your consent (when provided)
- Details as required on our Job Application Form available on our website
- CCTV images (If visiting applicable sites)
- Information captured by Cookies (see below)

We treat all personal data as sensitive and would not expect to collect personal data for the purposes outlined in this Privacy Notice, which would be considered 'Special Category' under the law.

Sharing of Personal Data

Access to your personal data by internal staff, is strictly controlled and restricted to only those that need such access.

During our engagement with you, we may share your data with other companies who are critical for effective engagement with, such as those providing email, websites and other IT related services.

Some of these providers, such as Mail Chimp, are based in the USA where they do not have the same levels of privacy protection as in the UK. In these situations, we will ensure that we have in place appropriate safeguards with these third parties to protect your personal data.

There are a number of features on our website which link to other organisations:

- Donations – Just Giving
- Reporting Safeguarding issues – SeeHearSpeakUp
- Cookies used by our website – Google analytics which collects, number of users, session statistics, approximate geolocation, browser and device information

You should ensure that you are satisfied with the Privacy information provided by the organisations our website links to, prior to providing them with your personal data. Information about cookies can be found below.

Securing and Processing of your Personal Data

The personal data that we process is stored within our own internal IT systems, Offices and those of contracted electronic storage providers.

We have assessed the risks of the processing and storage of your personal data, to ensure we have implemented appropriate technical measures to protect it.

We have also implemented appropriate data protection policies and procedures to ensure all staff maintain the confidentiality of your personal data.

In the unlikely event that we lose your data, or a device on which your data resides, or it is accessed by someone unauthorised, we have a duty to inform you immediately. If the loss or unauthorised access of your data has potential to cause you harm, we will also report this to

the Information Commissioners Office, who are responsible for regulating data protection legislation in the UK.

<https://ico.org.uk/>

Our legal basis for processing your personal data?

Depending on the processing activity, we may rely on one or more of the following lawful basis for processing data under UK GDPR:

- Article 6(1)(a) consent
- Article 6(1)(b) contract
- Article 6(1)(c) legal
- Article 6(1)(f) legitimate interests

Our processing activities are largely in connection with contact which has been prompted by you and would be processed by us on the basis of your consent or in both our legitimate interests.

We will process your data under our legitimate interests when the processing activities are essential for welfare/safeguarding issues and safety, there may also be legal requirements.

We will seek your consent to collect and process your personal data, such as photographs or other information about you we wish to share for purposes other than those connected with the engagement initiated by you.

Where we process your personal data on the basis of consent, you will always have the option to withdraw this.

How long do we keep your personal data for?

Your personal data will only be retained for the minimum time it is needed or legally required to be held.

We will not continue to use your personal data for marketing purposes if you have opted to withdraw your consent for this.

Your rights in relation to personal data

Under UK GDPR, you have the following rights:

- The right to be informed
- The right of access, commonly referred to as subject access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision-making including profiling

You can exercise your rights or make any other privacy related enquiries by contacting-
dataprotection@bethphage.co.uk

If you are unhappy with anything we have done with your data, you have the right to complain to the Information Commissioners Office.

To make a complaint to the Information Commissioners Office use the link below or call their hotline on Tel No.: 0303 123 1113.

<https://ico.org.uk/concerns/>

Cookies

A cookie is a small text file placed on your computer or device by our site when you visit certain parts of it and/or use certain of its features. For example, we may monitor how many times you visit, which pages you go to, traffic data, location data, weblogs and other communication data whether required for billing purposes or otherwise. We may also look at the originating domain name of a user's internet service provider, IP address, operating system and browser type. This information helps us to build a profile of our users.

Cookies are also used to remember your settings (language preference, for example) and for authentication (so that you do not have to repeatedly sign in). You can set your browser not to accept cookies and there are a number of websites which explain how to remove cookies from your browser. However, it is possible that some of our website features may not function as a result.

Our website currently uses Cookies which will capture the following information: We use 'first party cookies'. We set these when you visit our website. These allow us to understand how our website is used through Google Analytics 4. We also use 'third party cookies'. Third parties include our advertising partners and social media providers, such as Facebook. To understand more about these third party cookies and their privacy policies please visit their websites.

Approved by: Stef Kay CEO

Last Reviewed: 16th November 2023

Next Planned Review: November 2025