**Privacy Policy**

This Privacy Policy applies to information that Slough Happiness Collective collects about individuals who interact with our organisation. It explains what personal information we collect and how we use it. If you have any comments or questions about this notice, please contact us at [happyslough@gmail.com](mailto:happyslough@gmail.com)

**1. PERSONAL DATA THAT WE PROCESS**

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

|  |  |  |
| --- | --- | --- |
| PURPOSE | DATA (KEY ELEMENTS) | BASIS |
| Enquiring about our organisation and its work | Name, email, | Legitimate Interest – it is necessary for us to read and store your message so that we can respond in the way that you would expect |
| Subscribing to email updates about our work | Name, email | Consent – you have given your active consent |
| Making a donation | Name, email, address, payment information | Legitimate interest – this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message |
| Signing up as a member | Name, email, address, phone number | Legitimate interests – by signing up as a member you have agreed to adhere by our Code of Conduct – it is necessary for us to read and store the name, address, email and phone number of our members to be able to contact them |
| Website functionality | Website activity collected through cookies | Legitimate interests – it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your enquiry before you have fully completed the process |
| Photographs | Photos of yourself or your art work held in an encrypted folder and shown on our website or social media feeds | Consent – you have given your active consent |

**2. HOW WE USE YOUR DATA**

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at Section 1 of this policy.

For example, we may use your personal information to:

* reply to enquiries you send to us;
* handle donations or other transactions that you initiate;
* where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you
* photographs you have explicitly given us consent to use on our website, social media or marketing materials

**3. WHEN WE SHARE YOUR DATA**

We do not sell, trade or rent your information and will never disclose information about you to third parties, except in the following circumstances:

* you have provided your explicit consent for us to pass data to a named third party;
* we are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third party data processors (e.g. MailChimp handles our mailing list);
* where we are required by law to share your data

**4. HOW LONG WE KEEP YOUR DATA**

We only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

**5. RIGHTS YOU HAVE OVER YOUR DATA**

You have a range of rights over your data, which include the following:

* Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting “unsubscribe” links at the bottom of all our marketing emails)
* You have the right to ask for rectification and/or deletion of your information
* You have the right of access to your information
* You have the right to lodge a complaint with the Information Commissioner (ICO) if you feel your rights have been infringed

A summary of your legal rights over your data can be found on the ICO website at https://ico.org.uk.

**Policy Review**

This policy will be reviewed regularly to reflect best practice in response to changes in relevant legislation or an identified failing in the policy’s effectiveness.

SHC Version 1.1, August 2019 - Date last Reviewed August 2019 – Next review date August 2020