



## **Privacy Notice for Friends and Supporters**

At Whitsers we respect the value and importance of personal data, which we consider to be any information by which a person can be identified or any information which is specific to an individual person. As an organisation we are committed to collecting and processing personal information in a manner which is transparent, responsible and lawful.

This privacy notice explains the type of personal information that Whitsers hold about our friends and supporters (including trustees and committee members), how and why we hold this information and what we do to protect it.

### **What personal information do we hold?**

We collect information about our friends and supporters (including committee members and trustees) so that we are able to sustain Whitsers as a charitable incorporated organisation (CIO) and ensure that the level of involvement from the community is sufficient for the CIO to remain viable. As a CIO we extend membership to all parents and carers and therefore we collect and process names and email addresses of parents and carers so that we are able to invite them to become members of the CIO. We also hold names, addresses, email addresses and, in some cases, financial details, of our committee members and trustees.

In addition to the above, we keep a record of Disclosure and Barring Service certificates for our committee members and trustees, as well as details of correspondence from Ofsted confirming suitability to be a member of a pre-school committee.

We also hold names and email addresses of friends and supporters of Whitsers who have been involved with previous fundraising initiatives (for example our annual nearly new sale) so that we are able to involve them in future fundraising activity.

### **How and why do we collect and process this personal information?**

Whitsers will only collect and process personal information about its friends and supporters where there is a legal basis for doing so. Information about trustees and committee members is held to meet our legal obligations under the Charities Act 2006 and because it is necessary to the legitimate interest of enabling Whitsers to function as a CIO. In addition, Whitsers need to have sufficient information about trustees and committee members to ensure that Ofsted checks and Disclosure and Barring Service checks can be completed thoroughly and successfully.

The information that we hold about trustees and committee members is collected from forms that they complete when they become trustees or committee members (for example the Volunteering as a Charity Trustee form and the Membership of Whitsers Pre-School Playgroup CIO form), from the Disclosure and Barring Service certificate which they provide to us and from Ofsted. We may also hold some financial information about trustees and committee members where it has been necessary to make payments to reimburse them for expenses that they have incurred. This information is collected from the individual by the treasurer of Whitsers only when it is needed and only for the purpose of reimbursing expenses.

Where we hold contact information about parents and carers, we do so in order that we can invite them to become members of the Whitsers committee and therefore fulfil our obligations as a CIO. According to the nature of our charitable status it is necessary that we hold such information. We believe that holding this information is not detrimental to the individual, and it gives Whitsers the best opportunity to extend its membership. Information about parents and carers is collected from the admissions forms.



As a charitable organisation, Whitsers relies upon charitable donations and fundraising events (for example the nearly new sale) and therefore we retain the names and email addresses of past supporters (for example sellers at the nearly new sale), so that we can invite them to be involved again. We consider that holding this personal information is legitimately and genuinely in the interest of maintaining our CIO and that in holding it we are not harming the individuals' rights.

### **How personal information is stored?**

The information described above is stored in a range of different places (both paper and electronic), including in Whitsers secure online folders and in other IT systems (including the organisation's email system). Personal information is stored securely at all times and is only accessible to staff and committee members who need it to fulfil a contractual or legal obligation, or where there is a vital or public interest in the information being accessed.

All staff and committee members receive instruction on how personal information should be stored, processed, transferred and erased.

### **Who do we share personal information with?**

There are times when Whitsers has to share the personal information of its friends and supporters (including trustees and committee members) with third parties; Whitsers will only do this where there is a legal basis to do so. Whitsers have an obligation under the Charities Act 2006 to inform the Charities Commission of its trustees and their personal details. Furthermore, to ensure that the highest standards of safeguarding are in place, we share information with Ofsted about all of our committee members in order to check their suitability. Whitsers will, where it is necessary, share information with the local authority, the police and other law enforcement agencies when it is in the public interest to do so.

Where an individual's personal information is held solely for the purpose of assisting with fundraising events (for example sellers at our annual nearly new sales) personal information is not usually shared with a third party, unless there is a legal or public interest for us doing so.

### **How long do we hold personal information?**

Whitsers will retain personal information relating to trustees and committee members for the duration that they hold their position and for a further 6 years thereafter. For the period that the individual is a trustee or committee member, we hold personal information for the reasons detailed above, thereafter we hold personal information to fulfil our statutory legal obligations (Charities Act 2006 ) and in the legitimate interest of protecting our organisation against civil legal action.

Where an individual's personal information is held solely for the purpose of assisting with fundraising events (for example sellers at our annual nearly new sales) personal information is only held for the period that the seller wish to be involved with Whitsers.

### **Individual rights with respect to personal data**

Individuals have the right to request access to personal data that is held about them, to request that Whitsers correct any inaccurate information or to request that we stop processing data. If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how Whitsers handle your data please contact us using the email address [info@whitsers.org.uk](mailto:info@whitsers.org.uk) . If you -continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us you have the right to complain to



the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **What if you do not provide personal data?**

There is no obligation to provide personal data, but not providing this information may mean that Whitsers are unable to make sufficient checks to ensure your suitability to be a trustee or committee member or to register you as a trustee/member of the CIO. Furthermore, if you do not provide bank details then Whitsers will be unable to reimburse expenses to you.

If, as a friend or supporter of Whitsers, you do not provide your information, we will be unable to contact you to inform you of forthcoming events.

### **Changes to this notice**

The Whitsers Committee keep this notice under regular review. You will be notified of any changes where appropriate