

Privacy Notice for Supporters and Donors

Personal data is information or data about a person which makes that person identifiable.

What data and information do you hold on me? Your name, address, telephone numbers, and email address. If you donate to Network, we record if you have agreed to Gift Aid, alongside the amounts donated.

What do you use my data for? We use it to publicise events and to keep you up to date with Network's news. We also need it to maintain our accounts and records.

Where do you store my personal data? Electronic information is held on an intranet server. Access to our desktops and laptop computers is password protected. We employ an IT firm to maintain firewalls and deal with IT security. Nothing is stored in the Cloud.

Sharing your personal data? Your personal data is shared only within the staff of Network Counselling and Training. We do not share your data with anyone else.

How long do we keep your personal data? We keep personal data about supporters indefinitely, but we undertake to confirm with you regularly, (we aim for annually), that you are still happy for us to do this.

The rules about how we keep and use your information

The ways we keep your information safe, and the things we can do with the information, are regulated by the Data Protection Act 1998, and by new GDPR regulations coming into force at the end of May 2018.

- We can only hold information on you with your consent
- We can only use it for the reasons for which you gave it to us
- We cannot share it with anyone else unless there is a lawful indication to do so
- We must work to keep the information up to date and accurate
- We must keep your data safe and secure and will destroy it when it is no longer needed.

You have the following rights:

- The right to request a copy of your personal data which Network Counselling and Training holds;
- The right to request that Network corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased at any time on your request, or when it is no longer necessary for Network to retain this data;
- The right to refuse the processing of your data;
- The right to lodge a complaint with the Information Commissioners Office.

Contact Details

For any queries or complaints, and to exercise your rights as listed above, please contact Nick Ruff, General Manager at Network. Alternatively, email info@network.org.uk and make your request.

If you are not satisfied with our response, you can contact the Information Commissioners Office.

Phone (0303 123 1113). Email <https://ico.org.uk/global/contact-us/email/>

Write to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF