

FIREFLY INTERNATIONAL SUPPORTERS PRIVACY POLICY

INFORMATION FOR SUPPORTERS ON WHAT INFORMATION WE STORE ON YOU, HOW AND WHY

It is necessary for us to hold information about you, in line with legislation (the General Data Protection Regulation 2018), for the purpose of recording your donation or event participation. Firefly International has a legitimate interest in holding and processing your data. That legitimate interest is communication with donors and supporters on matters of interest relating to the charity and for financial governance.

We want to make sure that you are completely clear about what information we hold and that you are reassured that we keep this information safe and only for legitimate purposes. You are entitled to know what information we hold, why we hold it, how long we will hold it and how we store it; and you also have rights to see this information or have it corrected if it is inaccurate. The information below sets out these details for you. We would also encourage you to speak to the charity Director or the charity Data Processor if you have any queries at all.

Data Controller: Firefly International

Data Processor: Victoria Crawley, tor@fireflyinternational.org

Firefly International collects and processes personal data relating to its supporters. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

Firefly International may collect and process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, your bank details (if supplied by yourself for setting up of a DD Mandate), your relationship to other individuals or organisations, connections to the charity and your motivations for fundraising with us.

Why does the organisation process personal data?

Firefly International needs to process data to maintain an accurate audit trail and comply with HMRC requirements on Gift Aid.

In some cases, Firefly International needs to process data to ensure that it is complying with its legal obligations. For example, in claiming Gift Aid on your donation.

In other cases, Firefly International has a legitimate interest in processing personal data during and after the end of the supporter relationship. Processing your data allows us to maintain accurate and up-to-date records and contact details.

Who has access to data?

Your information may be shared internally, with the Director, Administrator, our Events organiser, Events administrators and our IT administrator if access to the data is necessary for performance of their roles.

Firefly International **does not** share your data with any third parties

How does Firefly International protect data?

Firefly International takes the security of your data seriously. We store data in a restricted secure database and hard copies containing any data are stored under lock and key.

How long does Firefly International hold data for?

We will hold your personal data for a maximum of seven years after your last donation unless there is a legal requirement for us to retain it longer.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Firefly International to change incorrect or incomplete data;
- require Firefly International to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

and

- object to the processing of your data where Firefly International is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Victoria Crawley

tor@fireflyinternational.org

If you believe that Firefly International has not complied with your data protection rights, you can complain to the Information Commissioner.

