**Setpoint London East**

**Privacy Policy**

**Introduction**

This privacy notice explains how we use your data, how you can control the way in which we use that data and what actions you can take if you would like to change the way in which your data is being used.

**Who are we?**

We are Setpoint London East, a registered charity. For the purposes of this Privacy Notice we simply refer to ourselves as SLE.

**Why do we need your information and whose data do we collect?**

We are a charity which exists to promote STEM and are based at Tower Hamlets Cemetery Park, a Local Nature Reserve and historic cemetery.

We hold data on people who do, or might do, the following:

* become a member of the SLE
* take part in our program of events and activities,
* support the SLE financially and in other ways (e.g. volunteering),
* receive our information leaflets/ emails on workshops we offer to schools.
* In limited cases we collect data on people who are under 18. Where we do this we will describe exactly the uses to which data will be put at the time of collection.

**How we obtain your data**

**From you**

The majority of the information we hold about you will have been provided directly by you when you have booked one of our workshops for your class(es) of your school.

**From someone other than you**

We may receive information about your name and role from your schools website or other publicly available source.

**What we do with your data**

The core activities we carry out with your data enable us to:

* Send information to you about the activities provided by SLE, i.e. mainly workshops for school classes,
* Provide confirmations and invoices for workshops you booked with us,
* Administer donations,
* Administer our membership scheme,
* Build financial and volunteer support for SLE through various fundraising and marketing activities,
* Promote the aims and objectives of SLE through any other activities not specifically mentioned but Similar in nature to the original purpose for collecting the data.

**What information we collect**

We collect the following classes of information:

* Name(s) and address, email, phone number(s) and other relevant contact details and preferences
* Use of social media relating to SLE (e.g. following our Twitter feed)
* Records of donations
* Information about our relationship with you, correspondence, meeting notes, attendance at workshops etc.
* Occupation, skills and professional activity, network(s) and interests where relevant to our needs
* Age and family information where relevant to our needs
* Financial information and interest in philanthropy where relevant to our needs

**Profiling**

Although we do not currently do this, we may in future use your data to group together people who have behaved, or might behave in similar ways. For example, we might find that people who had booked certain workshops were likely to come to similar events. If this was the case then we might “tag” your record to remind us to include you in invitations to similar events or to assess the likelihood that you might come to another type of event. We might carry out similar processes to help us organize our fundraising.

You have a specific right to ask us not to do this. If you would prefer us not to, then please contact us using any of the contact details below.

**Protecting your data**

We keep your data secure in our database(s) with appropriate security mechanisms in place.

In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data or described in this notice. Examples are given below:

* We will provide information to HMRC on Gift Aided donations since we have a legal obligation to provide this information.
* We may share basic information on the attendees at an event or function or meeting with the host or another person who is a volunteer for FoTHCP and who has signed an agreement with us.
* We may pass data to other organisations, known as Data Processors, to provide specific services to us. An example would be providing data to a mailing house in order to send a newsletter. A contract is always in place with a Data Processor, and they are not allowed to do anything with your data other than that which we have requested. In these cases we never lose legal control of your data.

**Our responsibilities**

The law requires us to tell you the legal basis upon which we process your data.

* Some activities (for example sending you emails which promote SLE interests) require your consent. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity.
* Other activities are carried out to fulfil a contract or agreement. Examples include the booking of a workshop for your class. If a contract is in place then we will process your data based on that contract.
* In some circumstances the law requires us to disclose information to another party. An example is the reclaim of tax on Gift Aid. If you Gift Aid a donation, then we are required to tell HMRC the name and postcode of the donor and the date(s) and amount(s) of any such donation.
* In all other cases, and outside our public obligations, the law allows us to process your data if it is in our legitimate interest to do so. We may only do so if we can demonstrate a reasonable need, and so long as your “interests or your fundamental rights and freedoms are not overriding”. Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.

**How long do we keep your data?**

 We will keep your data in accordance with our Data Retention Policy

**Your rights**

You have a variety of rights about the way we process your data. These are as follows:

* Where our use of your data requires consent, you may withdraw this consent at any time.
* Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
* You may request a copy of the data we hold about you.
* If we are carrying out profiling, you may ask us not to do so.
* You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so. Activities like processing Gift Aid donations may mean we cannot entirely stop processing your data. However, we will always endeavour to comply with such a request.
* If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

**Contacting us**

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact using the contact details available on the Setpoint London East website, [www.soanescentre.org](http://www.soanescentre.org)

Agreed by trustees: 25th June 2018

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