

Privacy Policy

Last reviewed by trustees: 24.12.20

This policy outlines what data we collect, and why and how we collect, store and process it. Data is collected so we can carry out our charitable activities, and we only collect and store data that is necessary.

How, what and why we collect, store and process data

How we collect data

We collect data through:

- Our websites (thecourtneyfoundation.org, and lutonclothingbank.org)
- Eventbrite (eventbrite.co.uk)
- Registration and application forms
- Sign-up sheets at events and activities
- Donation platforms
- Volunteer Welcome Forms
- Publicly available sources (ie. contact details available online)

What data we collect and why we collect it

We collect and store names, email addresses and telephone numbers in order to promote our activities, which includes advertising events. The legal basis for processing this data is based on **consent**; data subjects must opt-in to giving this data and are informed of the purposes of collecting it at the point of giving consent.

We collect and store names, email addresses, telephone numbers and organisation names in order to work in collaboration with other individuals and organisations, including funders. The legal basis for processing this data is based on **legitimate interest** (where it is necessary for us to collect such data to carry out our work) and/or **contractual** and/or **consent**.

We collect and store names, email addresses, home addresses, telephone numbers and some sensitive data in order to ensure we can meet the needs of our beneficiaries who are involved in our projects, in the interest of health and safety and equal opportunities. The legal basis for collecting this data is **consent** and **legitimate interest**.

How data is stored and processed

Data is stored for as long as required to fulfil the purpose for which it was collected, or until consent is withdrawn. Contact details are kept on a secured database. All non-digital data collection forms including registration forms, application forms and sign-up sheets are digitised and stored securely.

Where consent has been given to receive updates about our work, the necessary contact details will be processed by MailerLite. View MailerLite's Privacy Policy here: <https://www.mailerlite.com/legal/privacy-policy>.

When donations are made through PayPal, the necessary details will be processed by PayPal. View PayPal's Privacy Policy here: <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>.

Sharing data

Sometimes we will share anonymised data in order to demonstrate our work to funders and supporters. Where there is any significant risk of harm, personal data and sensitive data may be shared in the interest of safeguarding.

Disposing of data

Data that is no longer needed, including paper forms that have been digitised, or if consent to keep the data has been withdrawn, will be disposed of securely.

Website and blog

We use cookies to improve your experience on our website. Some of these are essential, which means you must agree to us using them in order to use the website. Others can be enabled or disabled by clicking Cookie Settings on the banner at the bottom of the page when you visit us. Find out about how these work here: <https://wordpress.org/support/article/cookies/>.

Siteground hosts our website and processes some data, which means they collect information from visitors that lets us see how many visitors we have and manage our website. View their Privacy Policy here: <https://www.siteground.com/privacy.htm>.

Data subject rights

Any person whose data has been collected has the right to: access their own data; correct their own data; request for their own data to be deleted; and object to it being processed. Where data has been collected by means of consent, data subjects can withdraw consent. Requests for any such actions should be made in writing by contacting melissa@thecourtneyfoundation.org.