

PRIVACY STATEMENT

FINANCIAL DONORS

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Biglife / Europe

Introduction

Under Data Protection legislation the Charity Trustees of Biglife Europe are the Data Controller. This statement is designed to help you as a financial supporter of our work understand the what, why and how, we process your personal data.

Using your personal data

If you give money to support the work of Biglife Europe via a Standing Order and/or a Gift Aid agreement, we will keep some data about you. This is "personal data", because it is about you as a particular person, and it can be linked to you.

What personal data do we hold?

- If you send us a Standing Order form, it will hold your name, address, email address, amount pledged and bank account details. You may of course set up a standing order using internet banking, in which case we will only see your name, date and amount paid
- If you send us a Gift Aid form, it will record your name, address and email address
- If you just send us money donations, our account records will just show your name, date and amount paid

How your personal data is kept safe and who can see it?

The originals of your forms will be scanned and kept securely in a limited access folder within our Google Drive. Access to the file is limited to our Treasurer and one other nominated Trustee. Our Google Drive storage is password protected, and those accessing the Drive do so from password protected devices. After scanning, standing order forms will be forwarded to your bank for their actions, and the original gift aid forms will be shredded.

Information regarding donor's names only will be added to our accounting package QuickBooks. Access to this package is limited to our Treasurer, the Biglife Europe Director, the Biglife Finance Director in the US, and those appointed as independent examiners/auditors of the charities year end accounts, and it is password protected.

From time to time we claim Gift Aid money back from the government. When this happens, a spreadsheet is created which lists the names and addresses of those whose Gift Aid we are reclaiming. This spreadsheet is also password-protected and kept on a password-protected computer, accessed only by our Treasurer and one other nominated Trustee.

Your name and amounts donated will appear on our bank statements. This information can be accessed by a small number of our UK based Trustees. Our statements are kept electronically and downloaded to our secure Google Drive finance folder, accessed by our UK based Trustees and the Biglife Finance Director for the US.

We are as careful as possible to make sure no one else has access to your data.

What is your data used for?

Your Standing Order form is used to tell your bank to make payments to Biglife Europe, and for our treasurer to keep track of those payments.

Your Gift Aid form is kept so that we can prove what Gift Aid money we can reclaim from the government.

Does Biglife Europe have a right to your data?

Under Data Protection legislation, all organisations need to have a "lawful basis" for keeping your data, and for using it. There are several types of "lawful basis". One of them is called "performance of a contract".

When you sign a Standing Order or Gift Aid form, you enter into a "contract" (or agreement) with Biglife Europe. You undertake to pay funds to us; we undertake to report those funds accurately in our accounts, and to reclaim any Gift Aid money from HMRC.

How long will your data be kept?

Your Standing Order or Gift Aid form will be kept for as long as it is in operation. You can cancel your Standing Order or Gift Aid agreement at any time.

Your forms will then be kept for six years. This is so we could prove that our accounts are correct. Charity law means we may need to be able to prove this.

Who can you speak to if you have questions?

If you have questions about your data, and what we do with it, you should contact our Trustee Board.

What rights do you have?

You have a number of rights under Data Protection legislation:

- Right to be know what data we hold
 - You have a right to know what personal data we hold about you.
 - This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.
- Right to have a copy of the data we hold
 - You can ask for a copy of the data we hold about you. This is called a "subject access request".
 - If you make a "subject access request", we will give you a copy of all the data we hold about you. We will do this within one month. If it helps, we will give you the data in a computer file.
- Right to object
 - You can object if you think we are using your data in the wrong way.
 - You can also object if you think we don't have "lawful grounds" for using your data.
 - We will give you a statement explaining why we use your data and explaining the "lawful grounds".
 - If you are still not happy, you can complain to the Information Commissioner's Office.

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- If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.
 - Right to have your data corrected
 - If you think there is a mistake in your data, please tell us. You have a right to have it corrected.
 - We may need to check what is the correct data, but will put right any mistakes as soon as possible.
 - Right to be forgotten
 - We promise to remove your data after six years. You have a right for this to happen, because we don't need to keep your data any longer than six years.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you.