

Reviloslater.com and Forseti Fundraising Privacy Policy

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Our contact details

Name: Oliver Slater, Managing Director

Business Number: 14361808

Registered Address (this is not a general mailing address): 2nd Floor College House, 17 King Edwards Road, Ruislip, London, HA4 7AE

E-mail: info@forsetifundraising.org

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, email and contact details)
- Health information where you have a health condition that might affect you or put you at risk when participating or volunteering in one of our events or schemes
- Emergency contacts for event participants
- Payment Information where you have donated or paid an entry fee for one of our events
- Information about our members and volunteers

We also collect data about visitors to our website and social media:

- Anonymous website tracking data, including browser used and town of user
- Visitor statistics and views on our social media, without direct information on the person themselves

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You are a member of the organisation
- You have signed up to one of our events
- You have volunteered for one of our events
- You have volunteered for one of our schemes
- You have requested to receive news about the work we do

We use the information that you have given us in order to:

- Prepare, plan for and run our events
- Understand your relationship with the company

We may share this information with:

- Legal entities such as the police
- Insurance entities involved in the running of our events
- Any third-party that you have explicitly allowed us to share your data with

We do not share your data with any third-parties unless it meets one of the criteria above or it is necessary for legal reasons.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@forsetifundraising.org

(b) We have a legal obligation.

(c) We have a vital interest.

How we store your personal information

Your information is securely stored using IT systems.

Information about you

We keep your information whilst you are 'actively involved' with the company or have specifically asked for news from our organisation.

If you asked specifically to be kept up to date with news from our company, we will not remove you from our system until you unsubscribe from our mailings; at which point we will then flag your personally identifiable information for deletion at the next quarterly data removal and the data will not be used again.

We consider you to be 'actively involved' with the company if you have done one of the following within the previous 24 months (730 days):

- Participated or volunteered in one of our events
- Volunteered for one of our events
- Volunteered in one of our schemes
- Been an active member

The date of your last involvement is taken from the date you signed up or the date of the event/scheme, whichever is earlier. For members who are now inactive, the date is taken from the date of the membership ending.

We keep your personal data whilst you are 'actively involved' with the business; if you have not been 'actively involved' we keep your data for a maximum period of 2 years following the date of your last involvement, unless we are required to keep the information by law. We will then flag your personally identifiable information for deletion at the next quarterly data removal and the data will not be used again.

However, when signing up to an event we may give you the option for your personally identifiable information to be deleted following the conclusion of the event. In this scenario, we will flag your personally identifiable information for deletion at the next quarterly data removal and the data will not be used again.

Quarterly (on a date at the companies' discretion), we will dispose of any personally identifiable information flagged for deletion by removing it from our systems in a manner that means it is securely destroyed and not retrievable.

If you request for your personally identifiable information to be deleted (your 'right to erasure'), assuming we are not required to keep the information by law, personally identifiable information will be removed within 30 days of the request being acknowledged. Your data will be disposed of from our systems in a manner that means it is securely destroyed and not retrievable.

Information about your emergency contacts

Information about any emergency contact(s) that you have provided to us is deleted from our systems within one month of the event being completed, unless there is a genuine ongoing reason to keep the information for your own personal safety or we are legally required to keep it; in the event of the latter scenarios, we will delete the information immediately once able to do so.

The data will be disposed of from our systems in a manner that means it is securely destroyed and not retrievable.

Information about payments you make to us

When you make a donation or pay an entry fee to us, whether this by BACS or via Stripe, we automatically receive certain information about you such as your name, postcode, and/or last 4 digits of your card number.

We are required to retain this information by law for 6 years from the end of the company financial year that they relate to.

As such, we cannot delete this information, even if you request it.

However, your information is stored securely either in our banking system, or on the Stripe system. If you would like more information about how Stripe stores your details, please see their website at <https://stripe.com/docs/security>

Joining our Whatsapp Communities

Participants in our events and those who are interested in hearing from Forseti Fundraising can join one of our Whatsapp Communities.

A Whatsapp Community is made up of an 'Announcement Group' and normal 'Groups'.

The decision to join a Whatsapp Community is completely at your discretion and you should understand the below points in order to protect your privacy.

Entering an 'Announcement Group'

Announcement Groups are identified by the green icon with a loudhailer:



When you follow the provided link to enter the Whatsapp Announcement Group:

- Your contact details are only available to 'Administrators' of the community; these are registered members or volunteers of Forseti Fundraising who have express permission to view your details.
- No other participants can view your name, profile description, photo or phone number. They are not aware that you, specifically, are in the announcement group
- Only administrators are allowed to post messages in an 'Announcement Group'

Entering a normal 'Group'

Normal 'Groups' do not have a green icon with a loudhailer. They may have other images or simply be a blank placeholder for an image, like this:



When you follow the provided link to enter the Whatsapp Group, or request access to a group and are accepted:

- Your contact details are visible to all other participants in the group. They will potentially be able to see your details, depending on your own Whatsapp settings

- Therefore other participants can potentially view your name, profile description, photo or phone number
- Depending on the group, you may be able to post messages and react to messages. If you do this, your message will be visible to all other members in the group. Messages are automatically deleted ('disappeared') after 90 days. Administrators may delete messages if they are deemed inappropriate

Leaving a group or community

You may leave a group or community at any time you wish.

When you leave an 'Announcement Group', only the administrators will be aware that you left. Other members of the group will not be able to see your details or know that you have left.

When you leave a normal 'Group', once you have left the group the other members will be notified that you left the group but they will no longer be able to see your details. (However, please note that leaving will not have prevented someone from potentially seeing your details whilst you were in the group).

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@forsetifundraising.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@forsetifundraising.org

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>