



Privacy & Data Protection Policy

The Privacy and Data Protection Policy explains how The Besom in Sheffield uses any personal information we collect about you and covers the following areas:

- [Lawful Basis](#): Data processing activity in the General Data Protection Regulation (GDPR)
- [What information do we collect about you?](#)
- [How will we use the information about you?](#)
- [Sharing your information](#)
- [Retaining and deleting your information](#)
- [Access to your information and correction](#)
- [Changes to our privacy policy](#)
- [How to contact us or the ICO \(Information Commissioner's Office\)](#)

We are committed to maintaining the trust and confidence of our supporters, donors and those who visit our web-site or use our services. In particular we want you to know that Besom is not in the business of selling, renting, trading or sharing email lists with companies or businesses for marketing purposes. This type of business practice is not who we are as an organisation.

To ensure your confidence and to maintain your trust in us, we have developed this policy. In this, we will explain: when and why we collect your personal information; how we use it and the limited conditions under which we may disclose it to others, and how we keep it secure.

Lawful Basis

We operate under the lawful basis of 'Legitimate Interests' with respect to the data processing of individual's data. The Legitimate Interest is: We require certain data, e.g. contact data and address data, in order to deliver the services we offer both to Agencies, Recipients and Donors.

What information do we collect about you?

We collect information about you when you inquire about using any of our services, as part of us providing you, or your client, with our service(s), or when you register an interest in supporting our work.

We do not use cookies on our website nor subscribe to Google Analytics nor do we have guest Wi-Fi facilities in any of our sites.

We collect information from Gift Aid forms. Blank forms are available from us by email or post and also on our web-site. The completed forms are kept in a secure, locked, non-portable filing



Privacy & Data Protection Policy

system. We use the information on these forms for HMRC purposes to collect the Gift Aid on financial donations as your agent under the HMRC rules. We abide strictly by the HMRC guidelines and as such the HMRC may require sight of the signed form.

How will we use the information about you?

Clients or Referring Agencies: We will initially use the information we collect from you to contact you to discuss the delivery of services to you or your client(s). We will then use your information to provide you with any service(s) we have agreed with you and keep referring agencies updated with progress. As a faith-based charity, we may offer you our support through prayer, so we will record whether you are happy for us to do this so we can make sure we respect your wishes.

Supporters and Time-Givers: We will use the information we collect from you, including your level of interest and support for us, to tell you more about our work. We will also thank you for your support, and invite you to continue to support us. We may also use your information to invite you to other events such as Besom Conferences or Prayer meetings.

Mailing lists: We may distribute **e-newsletter** as our way of keeping you up-to-date with how we are fulfilling our mission. We use the information for the following reasons: to tell you about what we have achieved with your support; to inform you of our latest fundraising projects; to contact you if we need to obtain, verify or provide additional information; to check our records are correct, and to check every now and then that you're happy and satisfied with Besom. We don't sell, rent or trade email lists with other organisations and businesses.

We may use a third-party provider such as [MailChimp](#) to email the **e-newsletter** to you. However, we do not gather any statistics regarding email opening or clicks. For more information, please see [MailChimp's](#) Privacy Notice. Should you receive these mailings you can unsubscribe to these at any time by clicking the unsubscribe link at the bottom of any of our emails.

Sharing your information

We will not normally share any information we hold about you to others without your prior consent, unless it is a necessary part of providing you with our service(s).

Retaining and deleting your information

We will take all reasonable steps to ensure that the information we hold about you is kept secure. We will only hold your personal data for as long as it is required. Deleting your information may involve either the removal of the data or its anonymization, meaning that it no longer continues to be personal data that will identify you. Please contact us using the details below if you need to request that your data be deleted.



Privacy & Data Protection Policy

Access to your information and correction

You have the right to request details of the information we hold about you. To do this, you should send an email to the address below. We will respond to your request within 30 days of receiving the written request. You have the right to request that we update or correct any information we hold about you. Please contact us using the details below to let us know what needs correcting.

Changes to our Privacy and Data Protection Policy

We keep our Privacy and Data Protection Policy under regular review. This privacy policy was last updated on 12/11/20. Besom will review our Privacy and Data Protection Policy annually, or sooner if the law changes or if good practice dictates.

For further information regarding GDPR, kindly go to the **Information Commissioner's Office** website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

How to contact us or the ICO (Information Commissioner's Office)

Please contact us if you have any questions about our privacy policy or information we hold about you.

By email: office@thebesominsheffield.co.uk

By phone: 07536994820

For more information about your legal rights in relation to the information we hold about you, please visit the Information Commissioner's Office at www.ico.org.uk

Ratified by the Board of Trustees on:

Date: 12/11/2020

Signed: Steve Winks

Chair of Trustees / Core team Leader

To be reviewed in November 2021 or earlier if legislation changes.