



Down's Syndrome Support Group For South Devon

Privacy Notice

Downsouth is committed to protecting your privacy. We aim to ensure that all information you give to us is held securely and is only used in a manner that you have consented to or would expect.

This privacy notice applies to Downsouth, registered charity number 1103696 - the data controller, with regards to the personal data you have disclosed to us. A data controller is the person or organisation who determines the purpose for which, and the way, any personal data is processed. The data controller is responsible for establishing practices and policies in line with the Regulations.

This notice explains how we collect, store and use your personal data. The website referred to in this notice is www.downsouth.org.uk

The information in this notice is provided in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) and the General Data Protection Regulations (GDPR) 2018.

What information do we collect?

We collect data from you when you interact with Downsouth online, face to face, by post, over the phone or via SMS. Some of this information is personal data which can be used to identify you. The personal data which we may hold about you will include your name, address, telephone numbers, email address, the name of your child with Down's syndrome and their year of birth (If applicable). We may also hold photographs/videos which you have submitted to us, or which are publically available, or which we have taken ourselves. We will only collect data which is relevant to the purpose for which you have given it.

How we use your personal data

The purpose of collecting personal data is to enable us to administer the charity which is an unincorporated association (membership) charity. We may use your personal data to provide you with support and information. We may also use your personal data to keep you informed about our work and issues related to Down's syndrome. Examples of such communications are invitations to our events and information about products and services which we feel may be of interest to you. We may also use your personal data to promote the charity and raise awareness about Down's syndrome, for training and information purposes, for fundraising, and other purposes to help achieve the charity's aims. Examples of such data include photographs/videos. This might include (but is not limited to), using photos/videos in our printed and online publications including leaflets, posters, adverts and our website, in materials sent out to the media, thank you letters and funding applications and reports.

We may ask you to financially support our work by giving you information about fundraising events. We may use your data to process any donations you have given and any Gift Aid associated with that donation. All information, invitations and fundraising communications are classified under the GDPR as **Direct Marketing**.

How will we contact you?

We may contact you via post, email, telephone, or SMS text. However, we will only contact you in the way you have told us you wish to receive communications by and where we have received your consent to do so.

If you are a new member we will aim to capture your consent for Direct Marketing purposes at the time you join the Association. You do not have to give consent – it is your decision. Should you wish you can specify a time limit for your consent to remain valid for, after which time we will not be able to contact you unless you give further consent. As a default position we will consider consent to remain valid while you are receiving our regular communications and have not objected to doing so.

You can give or withdraw consent to Direct Marketing, or change your contact preferences, at any time by emailing Downsouthcharity@msn.com or you can call us on 07972 789095. Please let us know if you change your contact details or if you believe any information we hold is incorrect.

Storing and sharing your data

Downsouth stores your membership data in a password protected Access Database which is stored on a removable hard drive. This hard drive is kept in a locked drawer unless it is being used to process your data.

Your data will not be processed outside of Downsouth and will not be disclosed to any other organisations except for trusted partners e.g. HMRC for Gift Aid purposes. We will not disclose your data to any other organisations unless we have your explicit consent to do so. At no time, will your data be passed to a third party for marketing purposes.

How long do we hold your personal data?

Your personal data will be held on our database during the period of our active relationship. We will not keep your personal data for any longer than is necessary. Once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems.

Your Rights

You have the following rights, which can be exercised at any time:

- You can withdraw your consent for us to process your data.
- You are entitled to view, amend, or delete the personal information that we hold. Please contact us if you wish to do so.

Use of cookies by Downsouth

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. We do not use cookies on our website.

What else you should know about privacy

Please be aware that whenever you voluntarily disclose personal information, for example photographs, over social media that this information can be collected and used by others.

Our website may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on these websites.

Your Questions

If you have any questions or require further information about how Downsouth processes your personal data, please contact us via email downsouthcharity@msn.com or phone [07972789095](tel:07972789095)

A copy of Downsouth's Data Protection Policy is available upon request. If at any time you have any concerns about the way your data has been processed by Downsouth and those concerns cannot be resolved with us directly, you have the right to raise those concerns with the Information Commissioner: www.ico.org.uk

Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on 21 April 2018.