

Mamie Martin Fund



Privacy statement

In line with Article 5 of the GDPR, in relation to your personal data, at the Mamie Martin Fund we promise to

- a) only process your personal data with your consent;
- b) process your personal data in a lawful, fair and transparent manner;
- c) collect these data for specific and legitimate purposes, and use these data only for those purposes;
- d) only collect data that are required for those purposes;
- e) ensure your personal data are accurate and kept up to date as far as is reasonably possible;
- f) kept in a form that identifies you as an individual no longer than required; and
- g) ensure your personal data are secure

For our full data protection policy see below

MMF Data Protection Policy

1. Management of personal data

The Mamie Martin Fund keeps clear records of what a supporter or other person has consented to, and when and how this consent was given.

2. Who are 'we'?

In this policy, whenever you see the words 'We', 'Us' or 'Our', it refers to the Mamie Martin Fund

The Mamie Martin Fund is registered with the office of the Scottish Charity Regulator as a Scottish Charitable Incorporated Organisation on 25th February 2014. Scottish Charity Number SCO21483 registered address – 43 Ravenscroft, Irvine, Ayrshire KA12 9DE.

Admin address: 19 Queensway, Alexandria, Dunbartonshire G83 0AT

Telephone: 01389 600138 07528 635087

Email contact: admin@mamiemartin.org

This policy applies to all the websites We operate, Our use of emails and text messages for fund-raising purposes, and any other methods We use for collecting information. It covers what We collect and why, what We do with the information, what We won't do with the information, and what rights you have.

Our Data Protection Lead is the Mamie Martin Fund Administrator in Scotland – admin@mamiemartin.org

3. What information do We collect and why?

We will only ever collect the information We need – including data that will be useful to help improve Our communication with our supporters. We collect:

Personal information such as name, postal address, phone number, email address, date of birth (where appropriate),

We collect this information in connection with specific activities, such as newsletter requests, feedback, donations, competition entries etc. The information is either needed to fulfil your request or to enable Us to provide you with a more personalised service. You don't have to disclose any of this information to browse the website/s. However, if you do choose to withhold requested information, We may not be able to provide you with certain services, such as sending you newsletters.

4. What do We do with the information?

We will use the information you provide to:

- 4.1. Fulfil your requests – such as information about our work or organisation, donations, competition entries, participation in campaigns and provision of information
- 4.2. Process sales transactions, donations, or other payments and verify financial transactions
- 4.3. Identify visitors and contributors
- 4.4. Handle orders, deliver products and communicate with you about orders
- 4.5 Record any contact We have with you
- 4.6 Prevent or detect fraud or abuses of Our website and enable third parties to carry out technical, logistical or other functions on Our behalf
- 4.7 Carry out research on the demographics, interests and behaviour of Our supporters to help Us gain a better understanding of them and to enable Us to improve Our service. This research may be carried out internally by Our employees or We may ask another company to do this work for Us
- 4.8 Communicate with Our supporters
- 4.9 If you have agreed to it, provide you with information that We think may be of interest to you.

As of 25th May 2018, We only send information to people who have specifically said that they agree to Us doing this, and We will only do so in the way(s) they have agreed to, such as fundraising appeals by the MMF and information about Our work. If you want to receive this information but haven't opted in by that date, you can do so by contacting Us directly.

5 Sharing your information

We will only share your information if:

- 5.1 We are legally required to do so, e.g. by a law enforcement agency legitimately exercising a power or if compelled by an order of the Court
- 5.1 We believe it is necessary to protect or defend Our rights, property or the personal safety of Our people or visitors to Our premises or websites

6 Storing your information

- 6.1 Information is stored by Us on our Cloud database and computers located in the UK.

- 6.2 We place a great importance on the security of all personally identifiable information associated with Our supporters, customers and users. We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under Our control. While We cannot ensure or guarantee that loss, misuse or alteration of data will not occur while it is under Our control, We use Our best efforts to try to prevent this.
- 6.3 Unfortunately, the transmission of data across the internet is not completely secure and whilst We do Our best to try to protect the security of your information We cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.
- 6.4 We will keep your information only for as long as We need it to provide you with the goods, services or information you have requested, to administer your relationship with Us, to inform Our research into the preferences of Our supporters, to comply with the law, or to ensure We do not communicate with people that have asked Us not to. When We no longer need information, We will always dispose of it securely.

7 What We don't do with your information

We never sell or share your information to other organisations to use for their own purposes.

8 Your rights

The Data Protection Act gives you certain rights over your data and how We use it. These include:

- 8.1 the right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- 8.2 the right to prevent your data being used for direct marketing
- 8.3 the right of access to a copy of the information We hold about you (known as a subject access request)

If you wish to exercise any of these rights please contact the Mamie Martin Fund Administrator on admin@mamiemartin.org or 01389 600138.

For more information about your rights under the Data Protection Act go to the website of the Information Commissioner's Office at ico.org.uk

The Mamie Martin Fund is not a 'public authority' as defined under the Freedom of Information Act and We will not therefore respond to requests for information made

under this Act; using the funds generously donated to Us by Our supporters for such activities is not in accordance with Our charitable purposes.

Policy approved by the Mamie Martin Fund Board: 20th May 2018

Date for review: 20th May 2020