

# Privacy Statement and Data Protection Policy of Hay Brecon and Talgarth Sanctuary for Refugees

Last Updated: [ May 2018]

## Who we are and what we do

The Hay Brecon and Talgarth Sanctuary for Refugees (HBTSR) are a group of volunteers coordinating a local response to the refugee crisis. You can find out more about our aims on our website at <http://hbtsr.org.uk/>.

We were registered as a charity in June 2017 and our number is 1173570.

We are part of City of Sanctuary which is a national movement committed to developing a 'culture of welcome and inclusion' for people seeking sanctuary in the UK.

## Why we use personal information

- To keep our volunteers informed
- To promote our activities and raise awareness of our work
- To ask you to support our work, or the work of relevant other groups or campaigns, either financially or in kind

We only do this when it is in the legitimate interests of our organisation.

## The personal information that we hold

When someone registers with us as a volunteer we take their contact details to be able to send out news and associated information to supporters. These may include:

- Name
- Email Address
- Skills offered
- Geographical Area

We also take photographs of people during our events and use these in publicity. We do not do this without seeking the consent of those being photographed.

## How the personal information is used and by whom

The secretary to HBTSR maintains a database with the information in it and uses it to send out mailings.

The Emeritus Chair and the IT lead are able to access the database/list as a contingency in case the secretary is unable to perform the role and in case of problems.

## **How the information is kept secure**

The Secretary maintains the database/list on MailChimp, a secure password protected web service accessed from the Secretary's personal computer. In addition, a list of email addresses is maintained on Gmail together with some information about skills offered. This is also password protected and secured by encryption.

Virus protection is kept up to date and an antivirus program is run regularly on the secretary's computer.

## **Who personal information is shared with**

The Secretary uses blind-copy [bcc] when sending emails to more than one member to ensure privacy **unless** the people have specifically consented to having their contact details shared with each other, e.g. when a small group need to discuss a matter.

The Secretary does not share supporters' data with any external person or organisation unless required to by law. In the event of a request being made for a supporter's email address the Secretary will contact the supporter for their permission unless there is a lawful reason not to do so.

## **How you can access the information we hold about you, or have it amended or deleted**

Please contact the secretary by email.

The Secretary will respond within a month [and usually much quicker] to a request from a supporters to see their personal data record. You will be required to provide some proof of identity in order to do this.

Records will be kept indefinitely whilst someone is an active supporter and deleted within a week if they indicate they no longer wish to participate.

All emails from Mail chimp have an unsubscribe link and those sent from Gmail give details about unsubscribing.

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