

Introduction

The Suited & Booted Centre Ltd (“Suited & Booted”) is committed to safeguarding supporters’ privacy. The collection and use of personal data by us is in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679). This Privacy Policy only covers personal data collected and used by Suited & Booted. It applies to our recording and processing of supporters’ personal data. Please read the following policy to understand how we treat it.

From whom do we collect personal data?

We collect personal data from our supporters.

How do we collect personal information?

We generally collect personal data directly from our supporters, for example when they make a donation of clothes or money, sign up for email updates, send us an email, sign up for an event or otherwise communicate with us. We may also collect it from agencies such as Charity Checkout or Eventbrite that our supporters have used e.g. to donate to Suited & Booted or to purchase tickets for a Suited & Booted event.

What personal information do we collect?

For most supporters the only information we collect is

- Name
- E-mail address
- Nature of support (e.g. volunteer, clothing donor, financial donor, event attendee)

If supporters have also given us their address and/or telephone number we may record this. We may also occasionally make brief relevant notes e.g. Member of Livery Company, Can help with removals, former client etc.

How does Suited & Booted use supporters’ information?

We may use supporters’ information to:

- keep them informed about upcoming events for fundraising and other purposes
- tell them about Suited & Booted’s news
- give them the opportunity to participate in appeals
- communicate with them and personalise our communications
- keep a record of their support for Suited & Booted
- manage our events
- further our charitable objectives
- audit and administer our accounts
- meet our legal obligations
- invite supporters to participate in surveys or research

We will normally communicate with supporters by e-mail. Occasionally we may use telephone, post or SMS where that information has been provided to us.

With whom will we share supporters’ personal information?

We may disclose information to professional advisers (such as legal advisers and accountants) or auditors for the purpose of providing professional services to us. We may disclose supporters’ information if required to do so by law (for example to comply with applicable laws, regulations

and codes of practice or in response to a valid request from a competent authority). Otherwise, we will not share supporters' information with, or sell it to, any person or organisation.

How can supporters be confident that their details are safe?

The transmission of information via the internet or post is not completely secure. Although we will do our best to protect supporters' personal information, we cannot guarantee the security of information transmitted to us. Any transmission is at your own risk. Once Suited & Booted has received personal information, it is only accessible by the Trustees, Chief Executive and authorised Volunteer Administrators. We will use our best endeavours to hold the information securely and will utilise security features to try to prevent any unauthorised access.

What legal conditions do we rely on for holding and processing personal data?

We rely on the fact that we are allowed to use personal data where it is in our legitimate interest to do so, and that interest is not outweighed by any potential prejudice to the individual.

We believe that our use of personal data is within a number of our legitimate interests, including but not limited to:

- keeping a record of people who are interested in our cause and may wish to donate in the future;
- developing and growing our supporter base;
- informing and developing our fundraising strategy;
- enabling us to communicate with you.

We do not think that any of the activities set out in this privacy policy will prejudice individuals in any way. However, you have the right to object to us holding or processing your personal data on this basis.

What rights do supporters of Suited & Booted have in relation to our use of their personal information?

As a supporter, you have certain rights in relation to your personal information:

- to request access to the personal information Suited & Booted holds about you
- to have your personal information rectified if it is inaccurate or incomplete
- to have your personal information deleted
- to request that Suited & Booted limits the ways in which it uses your information
- to object to the processing of your personal information by Suited & Booted

If you wish to exercise any of these rights or to make a complaint about Suited & Booted's use of your personal data, please contact us at

E-mail: suitedbootedcentre@gmail.com

Telephone: 07808531654

Address: 4 London Wall Buildings, Blomfield Street, London, EC2M 5NT

Suited & Booted's Data Protection Officer is Michael Thomas, who is a Trustee of the charity and can be contacted at

ukmcthomas@gmail.com

or at the charity's address shown above.

If you are not satisfied with how Suited & Booted has handled your request or complaint, you can telephone the Information Commissioner's Office on 0303 123 1113.

30 July 2018