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## Data Privacy Statement for General Supporters

### **Personal data**

There are many ways in which you can be a supporter of St Petrock's. Some supporters make donations of clothing, food, or other needed items ('gifts-in-kind'). Some organise events to raise funds or awareness of our work, or take on fundraising activities themselves. Others follow or share our social media posts to help raise awareness of our work. In this Data Privacy Statement, the word 'supporter' means people who supports us in one or more of these ways; this Data Privacy Statement is for this group.

There are separate Data Privacy Statements for financial donors and volunteers. If you are in one of these groups, please also ask for its Data Privacy Statement, if you would like to see it.

### **What personal data do we hold?**

If you make a 'gift-in-kind' donation in St Petrock's centre, you will be given the option of providing your name, postal address and/or email address (or those of the main contact for any group or organisation you represent) along with details of your donation, on a record sheet. This sheet may also record that you are happy to receive communications from us. If you include a covering note or letter with your donation, we will retain this and any information contained within it.

If you organise an event on our behalf, we will hold your name and contact details (or those of the main contact for any group or organisation you represent), the date and details of your event and any funds raised. If you set up an online fundraising page, we may also retain copies of any information you make public on that page.

If you support us via social media, your social media identity will be stored on the social media platform. Any details you provide via an online fundraising platform may be stored by the platform.

There may also be information provided by you in emails. If you contact us through the 'contact us' form on our website, your name and email address will also be stored on our website.

### **How is your personal data kept safe?**

Our record sheet for gift-in-kind donations in the centre is kept securely in a covered file, and is only accessible to St Petrock's staff and volunteers. Completed record sheets, and any covering notes/letters provided with donations, are removed on a regular basis and stored in a secure office, which is only accessible to St Petrock's administrative staff.

Your name, address and/or email address, the type & date of your donation/funds raised is also recorded on a computer database in a secure office. The computer is password protected and is only accessible by relevant administrative staff.

If you raise funds for us and provided these to us via cash/cheque, your name, the date and amount raised is recorded in our bank book. If you passed on funds via BACs, these details are recorded on printed bank

statements. If you raised funds via an online fundraising platform, we will retain a printed summary of these details for our files. These items are in a secure office, which is accessible only to St Petrock's administrative staff. Your name, the date and amount of funds raised are also recorded on our accounting software, which is password protected and kept on a password protected computer. This is only accessible by the project manager, finance administrator and our accountant.

### **What is your data used for?**

Details of any gift-in-kind donations you make, or of any funds raised, are used by the charity to monitor our donation levels and keep track of our income. We estimate the total value of gift-in-kind donations received each year for our annual accounts.

Any contact details you provide will be used only to communicate with you about your specific donation or event, and to send a one-off thank you letter / email to confirm safe receipt of your donations or funds to you, (unless you indicate that you would prefer not to receive this).

This information will also be used to send you an Annual Report (roughly once a year) to inform you on how your donation has helped our work (unless you indicate you would prefer not to receive this).

If you are the main contact for a supporter group (eg – church, school or similar organisation) we may also use this information to send you occasional newsletters or food/gift-in-kind 'wishlists' (e.g.- during harvest festival). Communication will be minimal and content carefully considered to ensure it is relevant to your organisation. We will not communicate with individuals in this way, unless you request this.

If you make any information about an event or fundraising activity for St Petrock's public (e.g. – via a public social media post, or sharing it on a public online fundraising page) we may share this information via social media to help publicise your event / activity.

### **Does St Petrock's have a right to your data?**

Under Data Protection legislation, St Petrock's needs to have a "lawful basis" for keeping your data, and for using it. There are several types of "lawful basis". One of them is called "legitimate interest". If you have indicated that you want to become a supporter of St Petrock's by making a donation or organising an event, and choose to leave your contact details, we believe that it is reasonable ("legitimate") for us to contact you about your donation / event and to keep you informed about our work (unless you have indicated that you would prefer not to receive this).

Annual Reports or similar communications will always have an opt-out or "unsubscribe" option and you can request not to receive these at any time.

### **Who can see your data?**

The only people who have access to your data are the project manager, St Petrock's administrative staff and volunteers, and our accountant and auditor (if you raise funds for us).

We are as careful as possible to make sure no one else has access to your data.

### **How long will your data be kept?**

We will keep details of your donations or fundraising activity for six years. This is so we could prove that our accounts are correct. Charity law means we may need to be able to prove this. If you are an individual supporter, we will remove your data from our database records six years after the date of your last donation / contact, unless you request otherwise. If you are a representative of an organisation, we will retain your details on our database for 10 years after the date of your last donation, unless you request otherwise. This is

because we recognise that some organisations support different charities on a rotational basis and may want to be kept updated for longer periods.

### **Who can you speak to if you have questions?**

If you have questions about your data, and what we do with it, you should contact Mel Hartley (Project Manager) on 01392 422396 or send an email to [info@stpetrocks.org.uk](mailto:info@stpetrocks.org.uk).

### **What rights do you have?**

You have a number of rights under Data Protection legislation:

1. **Right to be know what data we hold**

You have a right to know what personal data we hold about you.

This Data Privacy Statement describes the data that we will hold. But you can ask if we have any other data about you which is not covered by this Data Privacy Statement.

2. **Right to have a copy of the data we hold**

You can ask for a copy of the data we hold about you. This is called a “subject access request”.

If you make a “subject access request”, we will give you a copy of all the data we hold about you.

We will do this within one month. If it helps, we will give you the data in a computer file.

3. **Right to object**

You can object if you think we are using your data in the wrong way.

You can also object if you think we don’t have “lawful grounds” for using your data.

We will give you a statement explaining why we use your data and explaining the “lawful grounds”.

If you are still not happy, you can complain to the Information Commissioner’s Office.

If we find we are using your data in the wrong way, we will stop immediately and stop it happening again.

4. **Right to have your data corrected**

If you think there is a mistake in your data, please tell us. You have a right to have it corrected.

We may need to check what is the correct data, but will put right any mistakes as soon as possible.

5. **Right to be forgotten**

We promise to remove your data after six years. You have a right for this to happen, because we don’t need to keep your data any longer than six years.

Finally, if anything happened to your data that could be a risk to you, we will do our best to tell you.