**Privacy Notice – PDB Fundraising Consultancy**

This privacy notice sets out the way we process your information and details our privacy and fair processing policy.

**Summary**

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| **Clients, Donors, other interested parties** |
| **Reasons / purposes for processing information** | We process personal information to undertake or to support clients in marketing, fundraising, campaigning and communication activities with those interested in the individual projects. We also process data to maintain our own accounts and to meet statutory obligations. Examples of the processing of data include:* Maintaining a register of clients, committee members, project stakeholders donors, and other supporters
* Undertaking analysis of supporter databases from online donation tool suppliers
* Providing information, news, documents and guidance by email, social media and printed copy
* Encouraging donations for specific and general purposes
* Operation and recovery of gift aid with HMRC
* Running fundraising and publicity events
* Managing the activities of the project teams and informing clients on progress and strategy
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| **Type / classes of information processed** | Personal details Visual images |
| **Who the information may be shared with** | HMRC for the purposes of gift aidContractors, advisers and agents |

Personal information provided to us will be used for the purposes outlined at the time of collection or registration in accordance with the preferences you express.

Personal data collected and processed by us may be used for the following purposes:

* Administration of project systems
* Fulfilment of orders for services requested
* Administration of donations and legacies
* Research and statistical analysis
* Communication about statutory changes, policies and other regulations relating to fundraising and other activities that we think may be of importance or interest to you
* Ensuring all marketing communications you receive from us are relevant, such as tailoring messaging to our existing supporters and potential supporters

Personal data collected and processed by us may be shared with the following groups where necessary and only under strictly controlled conditions:

* + Contractors
	+ Advisors
	+ Agents

When we allow access to your information, we will always have complete control of what they see, what they allowed to do with it and how long they can see it. We do not sell or share your personal information for other organisations to use.

You are always in control of how we communicate with you. You can update your choices by contacting the address below. The Consultancy acts upon your choices around what type of communications you want to receive and how you want to receive them. However there are some communications that need to happen regardless of your marketing preferences. These are what we would describe as essential communications to fulfil our promises to you as a client or supporter of projects on which we are working.

We hold your information only as long as necessary for each project and, once a project is completed, every person will be offered the option of having their personal data removed from all of our systems.

Where we need your consent, we will ensure always that you are as fully informed as possible at the time on what we do with your information, with whom it may be shared and how long we will keep it. This is in line with the requirements of the current Data Protection Act and other relevant legislation.

**Website Privacy Policy**

This policy explains what types of personal information will be gathered when you visit the Consultancy’s website, and how this information will be used.

If you follow a link to any other website, please check their policies before you submit any personal information to those websites.

**Information collected**

On some parts of the website, you may be asked to provide some limited personal information in order to enable the provision of certain services (e.g. mailings, response to submitted questions or comments, etc.). We may store this information manually or electronically. By supplying this information you are consenting to our holding and using it for the purposes for which it was provided. Information provided will be kept for as long as is necessary to fulfil that purpose.

We do not use cookies nor collect information about your computer.

**How the information collected is used**

Personal information provided to us by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties, or provided to direct marketing companies or other such organisations without your permission. Personal information collected and/or processed by us is held in accordance with the provisions of the Data Protection Act 1998, including GDPR regulations in effect from 25 May 2018.

Demographical and statistical information about user behaviour may be collected and used to analyse the popularity and effectiveness of the website. Any disclosure of this information will be in aggregate form and will not identify individual users.

**How we store information collected**

Information which you provide to us will ordinarily be stored on our secure server. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

We may disclose your personal information to third parties if we are under a duty to disclose or share such information in order to comply with any legal obligation or to protect the rights, property or safety of the Consultancy or others.

You have the right to ask us, in writing, for a copy of all the personal data held about you (this is known as a 'subject access request'). A copy will be sent to you as soon as possible but this will not be later than 40 days after your request. If you would like to access your personal data held by us or if you want to update or amend your personal data or preferences, please apply in writing to:

 Paul Baird

Company Director

 18 May 2018.

Paul D Baird ltd., Independent Fundraising Consultancy, 222 High Street, Swanage, Dorset BH19 2PQ

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