

Timber Trades Benevolent Society Privacy Statement

This Privacy Statement outlines the way in which we use and disclose personal data that is provided to us. We collect information about individuals who may benefit from our financial support, from our supporters, from our volunteers, from our staff and Trustees.

The Timber Trades Benevolent Society (henceforth referred to as the Society) recognises that your privacy is very important, so it is equally as important to us that you are confident with the way we handle your personal information. We fully comply with the General Data Protection Regulations and the Privacy of Electronic Communications Regulations.

Personal Data

Personal data includes any data that relates to a living individual who can be identified from that data. This may include an individual's name, address, telephone numbers and/or email address, bank details, other financial, health and background information.

This may come from our Regional Committee officers, potential or existing beneficiaries, employers, employees, supporters, volunteers and Trustees.

How we collect personal data

The Society receives and stores personal information supplied to us in writing, via email, via the telephone, in person or online when applying, enquiring, or registering for help, employment, trusteeship, volunteering opportunities or when attending events or donating money to the Society.

We may also receive personal information from third parties, for example, a welfare officer, another charity, agency or organisation who refers you to our service.

Purpose of using personal data

The Society principally collects personal information to provide you with the services, products or information you have requested. Where we use your information, it may be because you have consented to us doing so. Some examples can be found below:

- You have given your consent to use the information for a specified purpose (including benefit & grant administration, marketing emails and newsletters)
 - o For internal administration, analyses, impact measurement and service reviews
 - o For fundraising support, feedback surveys and sending newsletters
- We have a legal obligation to use your information, for example to claim Gift Aid
- We are using your information in pursuit of a legitimate interest, for example:
 - o To collect money that is due to us
 - o To manage our relationship with Regional Committees, supporters and volunteers, for example to invite people to events

Disclosure of Information

Your data is treated as strictly confidential and is only disclosed to parties who have a need to access it, to fulfil the Society's objectives.

The Society may disclose personal data to other Society employees, the Regional Committee officers and also the Society Trustees. We do not permit these persons to use such information for any other purposes than to perform the service instructed by us.

We may also share personal data with suppliers, known as 'data processors', to process data on our behalf, for example to deliver goods or services to benefit recipients.

We may also need to disclose your information if required to do so by law. For example, we are legally required to provide your data to HMRC if you have agreed to us claiming Gift Aid on your behalf.

Consent

By providing us with your personal data you consent to the collection and use of any information you provide in accordance with the above purposes. Where we offer you services either directly or through a third-party supplier, we will ask you for permission to use and/or share your information before we proceed.

You can withdraw your consent at any time. Please contact us if you wish to do so.

How long we keep your personal information

When the personal data is no longer needed it will be destroyed or permanently rendered anonymous. Examples might be that application process has been completed, volunteering, employment or trusteeship terminates. As a rule, we will hold your information for a period of up to 5 years from the end of your relationship with the Society in accordance with our data retention policy.

Storage and security of personal data

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Individuals have the right to request access to and rectification or deletion of their personal data or restrict processing at any point from when personal data is provided to us.

The Society will comply with all legal obligations including GDPR when we hold your data. If you have any reason why we should amend, delete or restrict use of your data, please contact us to discuss your concern.

What we do if you choose to tell us about your experience of our Society's performance

Where beneficiaries have provided information about their experience of applying for a grant, by whatever means, we will explain what the information will be used for and whether it will be held anonymously or not/ or it will always be used anonymously unless you agree otherwise. For example, to write case studies which can be used in our communications including PR and media activity, digital and social media, campaigning, fundraising materials and internal communications, to help us raise awareness of our mission. **We would never use your information without obtaining your consent first and we would always contact you to discuss the use of your information in further detail each time we wished to use it.**

Contact us

- If you have any questions or comments about our privacy practices or this Privacy Statement
- If you want to make use of any of the above rights, or other rights that you may have in relation to your personal data
- If you wish to view our full Data Protection Policy
- If you have other questions or requests

Please contact us at info@ttbs.org.uk or telephone 08448 922205 You can also reach us at the following address: Timber Trades Benevolent Society Masons Croft 19, Church Lane, Oulton, Stone, Staffordshire ST15 8UL

If this statement is to be used to gain consent from e.g. benefit applicants:

I have read and understood this privacy statement **and** I consent to the Society collecting and using my data for the purposes described.

Your signature: _____

Your name (block capitals): _____

Date: _____