

# Bath Women's Fund

## Privacy Notice

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The Bath Women's Fund aims to inspire women through collective giving to support identified needs within the community. Our aim is to fund grants in the cause areas of passion and interest to our membership that will:

- benefit targeted groups of women and families in the specified geographic area, and
- align with our broader mission of improving the health, education and wellbeing of women and families.

The Bath Women's Fund is committed to protecting the privacy of personal information collected from its donors, volunteers, members and all other stakeholders. The primary purpose for collecting personal information from individuals is to achieve the philanthropic purposes of the Bath Women's Fund including receiving donations, engaging with supporters, undertaking research, planning, making grants and evaluating our activities.

### **Personal information collected by the Bath Women's Fund**

The Bath Women's Fund collects and holds personal data, whether as a Data Processor or Controller, which helps us to communicate with and understand our members, donors and volunteers. This information may include:

- Name and contact information (postal address, telephone number, email address)
- Professional connections and roles
- Details about philanthropic interests and history of giving (from their own websites and publicly available information e.g. Charity Commission Register)

Your activities and involvement with the Bath Women's Fund will result in personal data being created. This could include details of events you have attended or how you've helped us by volunteering.

The Bath Women's Fund may collect information about individuals (e.g. high profile or influential local women) from public sources. This could include public databases (such as Companies House or Who's Who), news or other media. We may conduct research and analysis on the information we hold, which can in turn generate personal data. For example, by analysing your interests and involvement with our work, we may be able to build a profile which helps us decide which of our communications are likely to interest you.

We do not normally collect or store sensitive data (such as information relating to health, beliefs or political affiliation) about donors, volunteers and members. If you are attending one of our events and have disclosed specific access or dietary needs, we will hold the data for as long as is required for the management of the event.

### **Collection and use of personal information**

The Bath Women's Fund collects personal information when:

- you provide it to us directly by making a donation, an enquiry or filling in your details to attend an event. Your activities and involvement with the Bath Women's Fund will result in personal data being created. This could include details of how you've helped us by attending an event, recruiting members or volunteering
- you provide permission to other organisations to share it with us (including Twitter and Facebook)
- you have given it to a third party, for example if we are partnering with another organisation such as St John's Foundation or Quartet Community Foundation
- we conduct research through publicly available sources to keep your information up to date (e.g. from Companies House, news or other media)

The Bath Women's Fund will only use your personal information for the purpose or purposes for which it was collected. These purposes include:

- when the information is needed to fulfil your request, answer your enquiry or to enable us to provide you with a more personalised service. Sometimes, with your consent, we will process your personal information to provide you with information that you have requested about our activities, or that you are expecting

- for administrative purposes, including receiving and providing receipts for donations, managing Gift Aid, maintaining a database of members and supporters, and helping us to meet your communication choices and preferences
- where we are required to do so by law
- when it is in our legitimate interests and these interests do not override your rights. These interests include providing you with information on our activities, events, fundraising, research and other activities

The Bath Women's Fund will never sell or rent your personal information to other organisations. We will only disclose personal information to third parties or individuals when obliged to do so by law, or when:

- you have given your consent that we may do so
- we use other companies to provide services on our behalf e.g. sending emails through MailChimp or processing credit/debit card payments
- we run an event in partnership with other named organisations - if your details need to be shared, we will outline clearly what will happen to your personal information when you register

You can decide not to receive communications or change how we contact you at any time. If you wish to do so, please contact us by emailing [isobel@nspimpact.org.uk](mailto:isobel@nspimpact.org.uk), [emma@emmabeeston.co.uk](mailto:emma@emmabeeston.co.uk) or using the unsubscribe link at the foot of our emails.

### **Research**

The Bath Women's Fund analyses personal information to enable us to personalise communications. By understanding our members, donors and volunteers' philanthropic interests, we will be able to provide you with personalised communications and a better experience.

Research can help the Bath Women's Fund to gain an insight into the philanthropic interests of potential members and donors and help us to build relationships that are appropriate to their interests and capacity to give. We may use additional external sources of data to increase and enhance the information we hold about you. This may include information related to your philanthropic interests, professional roles and networks. It may also include information from public registers and other publicly available sources.

### **Security and retention of personal information**

The Bath Women's Fund holds your personal information for only as long as necessary for each purpose. We will regularly review the personal information we hold and delete/archive information that is no longer required. If you unsubscribe or request that you receive no further communications, we will keep some basic archived information to avoid sending you unwanted communications in future and to ensure that we don't duplicate any information.

The Bath Women's Fund keeps personal information securely. We ensure that appropriate technical controls are in place to protect personal information about members, donors and volunteers. These controls are revised regularly to reflect technology updates. Electronic data is stored on secure computer systems and we control who has access to information. Paper copies of any personal information will be stored in secure locked cabinets.

Should the Bath Women's Fund suffer a data loss or breach, the Data Protection Officer will record the incident information and assess if the loss/breach is significant enough to be reportable to the Information Commissioner's Office (ICO). GDPR requires that data losses/breaches are reported within seventy-two hours and this will be followed by the Bath Women's Fund.

A data subject may ask us for personal information to be deleted/archived at any time by contacting [isobel@nspimpact.org.uk](mailto:isobel@nspimpact.org.uk) or [emma@emmabeeston.co.uk](mailto:emma@emmabeeston.co.uk)

### **Rights**

You have the following rights under the new General Data Protection Regulations (GDPR):

- The right to be informed about the personal data that the Bath Women's Fund processes
- The right of access to the personal data that the Bath Women's Fund processes about them

- The right to rectification of personal data
- The right to erasure of personal data
- The right to restrict processing of personal data
- The right to data portability
- The right to object to the processing of personal data
- The right not to be subjected to automated decision making and profiling
- The right to withdraw consent at any time.

### **Complaints or queries**

If you wish to complain about this privacy policy or any of the procedures set out in it, please contact the Bath Women's Fund at [isobel@nspimpact.org.uk](mailto:isobel@nspimpact.org.uk) or [emma@emmabeeston.co.uk](mailto:emma@emmabeeston.co.uk)

If you believe that your data protection rights have not been adhered to, they also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns>