



Camphill School Aberdeen

Fundraising and Communications Privacy Policy

For Current and Potential Supporters

<i>Record of Approval</i>					
		<i>Signature required</i>	<i>Signature required</i>	<i>Signature required</i>	
		<i>Reviewed by</i>	<i>(for Management Team)</i>	<i>(Board of Trustees)</i>	
1	July 2020	Gayle Tracey	Signature required	Signature required	July 2021
		Fundraising Manager	(for Management Team)	(Board of Trustees)	
<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Recommended</i>	<i>Approved</i>	<i>Review due</i>

1. Introduction

At the heart of Camphill School Aberdeen's ethos is treating each person with integrity, dignity and worth. This is the bedrock for all aspects of our work, including raising funds.

Camphill School Aberdeen is committed to protecting the privacy of its supporters and will adhere to the standards set out in the Code of Fundraising Practice.

2. When We Collect Personal Information

We will collect personal information when you support, demonstrate interest or there is research to believe that there is potential to show interest in Camphill School Aberdeen in one of the following ways:

- Make a donation
- Can authorise another party's donation
- Volunteer
- Take part in a personal challenge
- Organise an event.

3. What Personal Information We Collect

The information we collect can include:

- Full name.
- Contact details (email address and telephone number – both work and home if provided).
- Interactions with Camphill School Aberdeen e.g. meetings, visits, emails, phone calls, attendance at our events.
- Donation history (donation amount, purpose, date, payment method, donation reason).
- Gift aid declaration (including your tax status).
- Details of relationships between you and other supporters, families/residents, staff and other Camphill School Aberdeen contacts.
- Your communication preferences.
- Personal areas of interest and philanthropic interests – both information that you have shared with us and in some circumstances through publicly available online sources through either in-house or third-party research.
- Health issues we need to be aware of when attending our events, including emergency contact details.
- Dietary requirements when attending our events.

- Photographs taken with your consent during an event.

The type of information collected will depend if and how you are supporting Camphill School Aberdeen. In line with GDPR legislation, you can request a copy of your personal information that is held by Camphill School Aberdeen.

4. Why We Collect You Information

We collect your personal information to adhere to statutory obligations and work as effectively as possible to ensure your support will make the most significant impact to the lives of children and young people at Camphill School Aberdeen. This data allows us to build relationships that are strong and mutually beneficial, and we are contacting you in a timely manner and in ways that will be of interest to you. Personal information is reviewed to ensure it remains accurate and relevant.

In line with Camphill School Aberdeen's Gift Acceptance Policy, an appropriate level of due diligence reviews will be carried out before soliciting or accepting gifts in excess of £10,000, those which are associated with a naming opportunity, and/or if the source of funds is unknown. This will be carried out by our staff or a third-party to gather publicly available data, including reviewing known associations, criminal convictions and offences. A copy of the Gift Acceptance Policy is available on request from the Camphill School Aberdeen Fundraising Department by emailing fundraising@crss.org.uk (GT requested).

On occasion, someone you know may inform us that you may be interested in Camphill School Aberdeen and share your name and contact details. Similarly, contact may be made following a recommendation from a Camphill School Aberdeen staff member, an employed fundraiser of Camphill School Aberdeen or a third party may identify you as a potential supporter.

In such circumstances we will contact you within 30 days to inform you that your data is being processed. If you wish for us to remove this data and not to contact you further, we will respect your wishes. Please let us know by emailing fundraising@crss.org.uk (GT requested account).

5. What Do We Use This Information For

Personal information may be used for the following purposes:

- Keep in touch with supporters regarding your gift, events and general updates that we feel would be of interest to you.

- Process, acknowledge and steward gifts and other payments (including tax administration for gift aid).
- Maintain records for internal use and statutory obligations.
- Registration to events and fundraising challenges.
- Process requests for corporate volunteering.
- Conduct due diligence in line with our Gift Acceptance Policy, to reduce the risk of fraud, credit risk or reputational damage to Camphill School Aberdeen.
- Where you have given us your express consent, photographs and videos in which you appear will be used to promote the work of Camphill School Aberdeen.
- Where appropriate, identify potential donors and create Research Profiles highlighting your preferences and philanthropic interests.
- Where appropriate, create briefings which will be shared with senior staff, Board members and other appropriate individuals in advance of events/meetings that you may attend.

6. How We Store Your Personal Information

The information collected is stored electronically in a secure drive and in a password-protected system that is only accessible to members of staff with a legitimate reason to access this. Hard copies are only used when necessary and kept to a minimum, these are stored securely.

Relevant data is shared with external agencies when required by law e.g. auditors and HMRC. If we share data with a third party, we ensure that appropriate data sharing agreements are in place before doing so and that partners have a legal responsibility to only use the information for the purposes for which we supply it. Examples of where we may do this include: consultants and third-party agencies that advise us on individual's' capacity to donate or potential interest in Camphill School Aberdeen, for example through wealth screening.

We make every effort to keep personal information secure and the appropriate security measures are in place to attempt to protect against loss, misuse and alteration of data. While we cannot ensure or guarantee that loss, misuse or alteration of information will not occur while it is under our control, we take every step possible to prevent this.

Camphill School Aberdeen will never sell your personal information to third parties.

7. How Long We Hold Data For

We will retain your data indefinitely in support of your lifelong relationship with Camphill School Aberdeen, or until you request us to do otherwise.

Where you exercise your right to deletion of data, we will retain a core set of personal data (name and address) to ensure we do not contact you inadvertently in the future and some information will be retained for statutory purposes (e.g. Gift Aid, anti-fraud and auditors).

8. How Long We Hold Data For

We will retain your data indefinitely in support of your lifelong relationship with Camphill
Your Rights

In line with GDPR legislation, individuals have certain rights of access to their personal information. Furthermore, you can choose the information you receive from us and via which method (e.g. post, email, phone). We will contact you primarily using your preferred contact method and limit the frequency of non-personalised communications wherever possible. You may opt out from receiving correspondence at any time via the contact details below.

More information can be found on the Information Commissioner's Office website – www.ico.org.uk

9. Data Protection Officer

If you wish to exercise those rights, you can contact:

Mr Alex Busch – Executive Director

Mr Martin Alfred – Community Liaison Health and Safety Coordinator

Camphill School Aberdeen, Central Office, Murtle Estate, Aberdeen, AB15 9EP

office@crss.org.uk

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