



# Privacy Policy

January 2023

## Toch Privacy Policy

*How we respect privacy when we deal with personal information collected by our organisation.*

This privacy policy applies to information Toch collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at [info@toch.org.uk](mailto:info@toch.org.uk)

## 1. Personal Data that we Process

The following table explains the type of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

<b>Purpose</b>	<b>Data (key elements)</b>	<b>Basis</b>
Enquiring about our organisation and its works.	Name, email, message.	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Subscribing to email updates about our work	Name, email.	Consent - you have given your active consent.
Making a donation	Name, email, address, payment information	Legitimate Interests - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Signing up as a Member.	Name, email.	Contract - by completing your membership form you have entered a contractual relationship with us.
Website Functionality	Website activity collected through cookies.	Legitimate Interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed the process.

## ***2. How we use your data***

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table above.

For example, we may use your personal information to:

- Reply to inquiries you send us;
- Handle donations or other transactions that you initiate;
- where you have specifically agreed to this, send you marketing communications by email relating to our work which we think may be of interest to you.

## ***3. When we share your data***

We will only pass on your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third-party data processors;
- Or we are required by law to share your data.

in addition, we will only pass data to third parties outside of UK and EU jurisdiction where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulations.

## ***4. How long we keep your data***

We take the principles of data minimization and removal seriously and will only ever ask for minimum amounts of data for the associated purpose and delete the data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every five years.

## **5. Rights over your data**

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting unsubscribe links at the bottom of all our emails).
- You have the right to ask for rectification and or deletion of your information.
- You have the right of access to your information you have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the information commissioners' website here: <https://ico.org.uk/>

if you would like to access the rights listed above, or any other legal rights you have go your date and current legislation, please get in touch with us

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible will always try to allow the maximum access to your right toward continuing to deliver as many services to you as possible.

## **6. Cookies and Usage Tracking**

A cookie is a small file of letters and numbers that is downloaded onto your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at your website.

Where cookies are used to collect personal data, we list these purposes in section one above, along with other personal data that we collect. However, we also use some cookies that do not collect personal data but they do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generate statistical and other information about website usage by means of cookies, which is stored on users computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

## ***7. Modifications***

We may make modifications to this privacy policy from time to time and will publish the most current version on our website. If a modification meaning clearly reduces your rights, we will notify people whose personal data we hold and are affected.

Paul Hackwood  
3<sup>rd</sup> January 2023.