

Privacy Notice for Supporters and Donors (Appendix C to the Data Protection Policy)

We value the crucial role our supporters and donors play in the work of Read Easy UK and/or its Affiliated Groups (the “Organisations”). We value the trust you place in us by giving us your contact details and any other personal information that we need to carry out our work and keep you informed about our activities. It’s our wish, as well as a legal requirement, to explain how we process data about our supporters or donors.

All personal data is treated with the appropriate levels of security and this page explains how we will and will not use any personal information you give us.

Data controller

The Management Team of Read Easy [group name] is the data controller and is responsible for your personal data (and is referred to in this notice as “Read Easy”, “we” “us” or “our”).

We have appointed a Data Protection Champion who is responsible for overseeing questions in relation to this notice. If you have any questions about this notice, including any requests to exercise your legal rights, please contact the Data Protection Champion using the details set out below. The names of the Management Team members can be provided by the Data Protection Champion.

Name of Data Protection Champion: [name]

Email address: [email address]

Telephone number: [number]

Information we collect:

- Your name
- Your address (where provided)
- Your email address (where provided)
- Your telephone number (where provided)
- Gift aid declarations (if and when appropriate)

(We do not request or collect any Special Categories of Personal Data (previously known as sensitive personal data).

Use of personal data

We will use your personal information to process any donation you make. This is necessary in our legitimate interests to help people learn to read. In addition we may correspond with you about the work of Read Easy and the progress of the project and we will obtain your consent to contact you about or work and progress. We will also process your personal information as required in order to comply with our legal obligations.

If you indicate at any time that you would like to change the method by which we contact you, i.e. whether by post or email, we will record your preference and act accordingly.



Sharing personal data

Your personal information may be made available to relevant Trustees and Management Team members. We will not share, sell or rent your personal information to any third party.

Your rights

You have a right to:

- Review any information about you that is kept about you.
- Request correction of any incomplete or inaccurate data held about you.
- Request deletion of your personal data where there is no good reason for us to continue to process it. We will notify you if there is a legal obligation for us to continue to hold your data at the time you request deletion.
- Object to processing where we rely upon a legitimate interest to do so.
- Request that we restrict the processing of your personal data.
- Request the transfer of your personal data to a third party.
- Withdraw your consent at any time to processing which we carry out using your consent. This will not apply to data processed before the consent was withdrawn.

If you would like to exercise any of these rights please contact us using the details laid out above. Requests must be in writing (this could be by email) and you may be requested to provide proof of identity before we can process your request.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Retention of personal information

Your personal information will be kept for as long as you are a supporter of Read Easy and for seven years from your last donation or contact with us unless you ask us to remove you from our system.

For legal reasons, we must maintain a record of any contributions you make to Read Easy. We also need to hold personal information to administer Gift Aid declarations and Deeds of Covenant, if and when appropriate. We will release this personal data only where we have a duty to do so.

A full copy of our Data Protection Policy is available to download from the Read Easy website or from:

Data Protection Compliance
Read Easy UK
The Old Post Office
Bell Lane
Blockley
Moreton-in-Marsh
Glos GL56 9BB

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original



purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.