

Introduction

sendPACT is committed to a policy of protecting the rights and privacy of individuals. Personal information collected from registered members is dealt with appropriately and adhere to the requirements of the Data Protection Act 1998. sendPACT members managing data will be personally responsible for processing and using personal information in accordance with the Data Protection Act.

Management committee members, and members of sendPACT who have access to personal information, will be expected to read and comply with this policy.

The purpose of this policy is to set out sendPACT's commitment and procedures for protecting personal data and maintaining the confidence of those with whom we deal with.

The consequence of breach of this policy will be immediate removal from the association.

Data Protection Act

The Data Protection Act 1998 (DPA) governs the use of information about people (personal data).

This contains 8 principles for processing personal data with which sendPACT will comply. Personal data:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)
4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,

8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Data collection

The data we collect is personal information about you that can be used to identify you as an individual.

For parents/carers, it can include name, date of birth, email address, postal address, telephone number, mobile telephone number, number of children, and the nature of their special needs or disability.

If you are aged under 16, you will need permission from your parent/carer before giving us your personal information.

When collecting data, we will ensure that you:

- Clearly understand why the information is needed and what it will be used for
- Grant explicit consent, either written or verbal for data to be processed, if necessary
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- Have received sufficient information on why your data is needed and how it will be used

We collect your personal information for a number of reasons, such as:

- to be able to communicate to you about our services, offers, news, events and activities
- to provide you with information about our work and progress
- to invite you to participate in surveys or research
- to analyse and improve the services we offer
- for administration purposes and internal record-keeping (e.g. management of feedback or complaints)
- for marketing purposes by mail, e-mail, text or social messaging

Your rights

You have the right to:

- request a copy of the personal information you have provided
- ensure your information is up-to-date and amend accordingly
- change how we communicate with you at any time
- request to remove your personal information from our register

- opt out of using your information for marketing purposes
- raise a concern or complaint about the use of your personal information

Information sharing and disclosure

We will not sell or swap your information with any third party.

We may disclose your personal information on the following circumstances:

- if we are required to do so by law or by a government body
- to protect sendPACT (e.g. if suspected for fraud or defamation)
- if you are found of breaching this Policy and is a threat to the association or others

We do not share your information for any other purposes.

Storing your information

We will keep your information for as long as necessary to operate our services.

Any information we no longer need will be securely disposed of.

Cookies

Our websites use cookies to track information about how people are using our website and how we can improve it.

With cookies, the information we collect and share is anonymous and does not personally identify you. It does not contain your name, address, telephone number, or email address.

Changes to the policy

We will regularly review and update this Data and Privacy Policy and will update, modify, add or remove sections at our discretion. Any changes will be notified to you either via e-mail or through an announcement on our website and your continued use of our website, any of our services and/or the continued provision of personal information after we have posted the changes to these terms will be taken to mean you are in agreement with those changes.

Policy queries

If you have any questions or queries about this Data and Privacy Policy, please contact sendpact@gmail.com

Signed: Marta Garcia de la Vega (founder)

Date: 21/February/2018