



PRIVACY NOTICE

The Affordable Fundraiser Ltd is a private company limited by shares, registered in England & Wales no 7192463.

The company provides grants and trusts fundraising services for charities and individuals. The information you provide is subject to the General Data Protection Regulation (GDPR). By using our service you consent to us processing, both manually and by electronic means, your data, including any personal data you share with us, for the purposes of providing these services.

At The Affordable Fundraiser Ltd James Eaves is the individual responsible for data protection and he can be contacted on 07904 404024 or in writing at 7 St Anne's Grove, Knowle, B93 9JB or james@affordablefundraiser.co.uk

We will only use this personal data in accordance with the terms of the following statement.

1. What information is being collected? Why is it being collected?

In order to provide fundraising advice / services to you, we need information on your organisation, its activities, financial records, staff and trustees. This data is collected in order for The Affordable Fundraiser Ltd to complete application forms on your behalf.

We do not ask for any personal information we do not need and we do not give anyone access to your information, who is not employed by us or providing an external service such as accountancy or legal services. Data we collect is:

- Names of staff and their job titles
- Names of board members / trustees
- Phone numbers and email addresses of staff and trustees
- Any additional information you share with us to enable us to carry out our contract for services from which an identifiable person can be directly or indirectly identified.

2. Collection and use of personal data

a. How we collect your personal data

- By requesting the data from you
- By conducting searches of public domains
- Unsolicited third party referrals

b. Purpose of processing and legal basis

The Affordable Fundraiser Ltd will collect personal data and will process personal data when fulfilling our contract for services with you and to update and/or inform you of additional services we may provide now or in the future which may be of interest to you.

This data will then be stored in a secure location for the purpose of complying with our legal obligations. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:



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- Where we need to perform the contract we are about to enter into or have entered into with you;
- Where you have given us your explicit and informed consent to process your personal data for a specific purpose;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; and/or
- Where we need to comply with a legal or regulatory obligation

c. Recipient/s of data

The Affordable Fundraiser Ltd will only process your personal data with third party recipients for the following purposes:

- Legal assistance required by The Affordable Fundraiser Ltd; and
- Financial audits of The Affordable Fundraiser Ltd,

and such personal data will only be shared with The Affordable Fundraiser Ltd's legal and/or financial advisors from time to time.

The Affordable Fundraiser Ltd will not transfer your personal data outside the European Economic Area.

d. Consent/withdrawal of consent

By contacting The Affordable Fundraiser Ltd and sharing your details with us, you consent to the processing of your personal information for the purposes of providing you with our contract for services. Should you choose to withdraw your consent we will be unable to carry out our contract for services.

3. Data retention

Following the conclusion of a contract between you and The Affordable Fundraiser Ltd, you consent for The Affordable Fundraiser Ltd to archive and securely store all data, including any personal data you have shared with us, in accordance with the retention periods detailed below, for the purposes of increasing our knowledge of individual grantmakers' policies and practices. The data will not be passed to any external parties. In addition the data will be processed if:

- You contact us and wish to access the data;
- We are required by law to access the data;
- We are required for financial auditing purposes to access the data; and/or
- We are required by any other reporting obligation to access the data.

The Affordable Fundraiser Ltd will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting and/or reporting requirements.

In determining the appropriate retention period for personal data, we consider the amount, nature and sensitivity of your personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means and the applicable legal requirements.



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By law, The Affordable Fundraiser Ltd are required to keep the following basic information about our clients:

- Identity Data (your first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender);
- Contact Data (your billing address, delivery address, email address and telephone numbers);
- Financial Data (e.g. bank account/payment details); and
- Transaction Data (details about payments to and from you and other details of products and services you have purchased from us)

for six years after they cease being customers. Therefore, providing there is no continuing requirement for us to retain your personal data, we will delete your data after six years from the end of the financial year in which your last contract with The Affordable Fundraiser Ltd ended.

4. Individual rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data The Affordable Fundraiser Ltd processes on you;
- The right of access to the personal data The Affordable Fundraiser Ltd processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

The Affordable Fundraiser Ltd has the following procedures in place to ensure that the individual rights detailed above are upheld:

- All current clients, along with former clients in respect of whom we retain personal data, receive a Privacy Notice explaining The Affordable Fundraiser Ltd's data protection policies and procedures;
- The Privacy Notice (as updated) will be available to all clients and prospective clients by virtue of being placed in a prominent location on the The Affordable Fundraiser Ltd's website; and
- All clients are informed to contact James Eaves, Director in the first instance if they have any queries regarding the use of their data, wish to access their data, rectify data held, restrict use of data, have data erased or withdraw consent altogether. As both Company Director and individual responsible for data protection he can make the necessary amendments to any records to ensure individuals' rights are upheld.



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Where consent has been given to The Affordable Fundraiser Ltd processing personal data and sensitive personal data there is a right to withdraw that consent at any time by contacting James Eaves, Director at james@affordablefundraiser.co.uk.

In some circumstances, you can ask us to delete any personal data of yours which we hold. The following procedures are in place to delete any personal data held on clients:

- Deletion of digital folders and files relating to that client held on business harddrives;
- Deletion of contact details from Business Address Book software;
- Deletion of email folders and all emails relating to client stored in Mail software;
- Deletion of archived client records stored on business harddrives;
- Deletion of historic backups of AF Ltd laptops stored on business harddrives and new backup (without erased data) created;
- Disposal / shredding of any paper documents relating to the client (except those required to be held for legal / tax purposes).

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

5. Personal Data Breaches

In the event that a personal data breach is likely to result in a risk of adversely affecting individuals' rights and freedoms, The Affordable Fundraiser Limited will report the breach to the Information Commissioner's Office within 72 hours of becoming aware of the breach, where feasible.

In the event that the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, The Affordable Fundraiser Limited will also inform those individuals affected without undue delay and, in any event, within 72 hours of notifying the Information Commissioner's Office.

The Affordable Fundraiser Ltd will also keep a record of any personal data breaches, regardless of whether or not such breaches required notification to either the individuals or the Information Commissioner's Office.

6. Complaints or queries

If you have any queries, wish to make any changes to your consent or wish to complain about this privacy notice or any of the procedures set out in it, please contact The Affordable Fundraiser Ltd at james@affordablefundraiser.co.uk

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