

# Privacy Notice

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

This Privacy Policy applies to information Help a Guernsey Child LBG collects 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@helpaguernseychild.org.gg](mailto:info@helpaguernseychild.org.gg).

## 1. Personal data that we process

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

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	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.
Making a donation	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfill your intention of donating money and your expectation of receiving a confirmation message.
Applying for funding	Name, email, address, telephone, and information concerning children and their health	Legitimate interests-it is necessary for us to process your application for funding Consent-you have given your active consent
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.
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## 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 at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or assess applications for funding;
- 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 your data to third parties in the following circumstances:

- you have provided your explicit consent either directly or via a third party for us to pass data to third parties for the provision of goods or services following a successful application for funding;
- 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 Guernsey where appropriate safeguards are in place as defined by Section 56 of the Data Protection (Bailiwick of Guernsey) Law 2017.

## 4. How long we keep your data

We take the principles of data minimisation and removal seriously. The Charity shall retain personal data for a period of 6 years.

Our internal procedure for handling funding applications, as set out at paragraph 8 below, is in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

## 5. Rights you have 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 marketing 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 Data Protection Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Data Protection Commissioner's website here: <https://www.odpa.gg/information-hub/information-rights>

If you would like to access the rights listed above, or any other legal rights you have over your data under 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 we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

## 6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to 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 a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are 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 modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.

## 8. Procedure for Data Processing for Applications for Funding

- a. The Charity currently considers applications for funding to help children living in the Bailiwick of Guernsey, both from third parties and parents on behalf of children.
- b. When an application for funding is made by a third party, on the application form the third party shall confirm that it has obtained consent from the parents, legal guardian or person with parental responsibility of the child or children to the making of the application and the disclosure to and processing of personal data (including Special Category Data) relating to the parents and the child or children concerned to enable the application to be fully considered by the Charity, and if the application is granted, to enable the provision of goods or services to them by third parties.
- c. When an application is made from the parents of the children, on the application form the parents, legal guardian or person with parental responsibility shall confirm they consent to the processing of personal data (including Special Category Data) relating to them and the child or children concerned to enable the request to be fully considered by the Charity, and, if the application is granted, to enable the provision of goods or services to them by third parties.
- d. Once an application form has been provided to the Administrator in accordance with sub paragraphs b or c above, the Administrator shall review the application and redact any personal data that he or she determines to be irrelevant to enable the directors of the Charity to fully consider the application.
- e. The redacted application form shall then be sent by email by the Administrator to each director.
- f. The directors shall delete all data provided to them by the Administrator relating to each application once the application has been determined.
- g. The Administrator shall keep a record of each application (both electronically and in hard copy, if so provided when the application for funding was made) for a period of 6 years from the date of each application.

## 9. Contacting the Regulator

If you feel that your data has been handled incorrectly or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the data protection regulator – The Office of the Data Protection Authority (ODPA). You can contact them for advice by writing to:

The Office of the Data Protection Authority  
Block A  
Lefebvre Court

St Peter Port  
Guernsey  
GY1 2JP

You can also telephone (01481) 742074 or email [info@odpa.gg](mailto:info@odpa.gg) or you can submit a complaint online at [www.odpa.gg](http://www.odpa.gg) and complete the 'make a complaint' section.

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