

BOSP

Privacy Policy



1. Scope

This notice applies to all data subjects whose data is processed by BOSP.

We take the privacy of all service users, donors, supporters, employees, email correspondents and visitors to our website very seriously, which is why we have a policy in place to protect your personal data.

This policy provides an explanation as to what happens to any personal data that you share with us, or that we collect from you either directly or via our website, email or social media.

2. Purposes of processing your personal data

BOSP will use the personal data you give us, or that we collect about you, for the following purposes:

- To provide you with the services, products or information you asked for;
- To keep a record of your relationship with us;
- To ensure we know how you prefer to be contacted;
- To administer donations or support our fundraising, including processing Gift Aid;
- With your consent, to contact you to let you know about our support services, general updates on our work and how you can support BOSP if you wish to do so;
- To perform any contractual commitment as an employer;
- To meet any regulatory or legal obligations;
- To learn more about you for fundraising purposes to assess whether you have an affinity to BOSP's cause, or other charities you have given to in the past.

You hereby confirm that you are consenting to BOSP's use of your personal data for the aforementioned purposes(s) and are granting BOSP to carry out those actions and/activities.

You may withdraw your consent at any time by reading our Right to Withdraw Consent Procedure.

BOSP is committed to ensuring that all personal data collected and processed is appropriate for the stated purpose(s) and shall not constitute an invasion of your privacy. We may share your personal data with third party service providers who are contracted by us or who we are contracted to, but we will never share your personal data with third parties until we have received your consent, unless we are required do so by law, and we will take all reasonable steps to ensure that your personal data is only used in accordance with this privacy notice and applicable data protection laws and that it is respected, kept secure and used only to fulfill the service for which they are contracted. Where there is no longer a service need, or the contract comes to an end, the third party will dispose of all personal data according to our procedures.

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Personal data we collect about you via research within the public domain, or from publicly accessible sources may be used when BOSP obtains services or goods on a contract basis, or to learn more about you for fundraising purposes to assess a propensity for giving.

Rest assured, we will never share, sell, swap or rent your personal data to third parties for marketing purposes.

3. What is Personal Data?

The EU's General Data Protection Regulation ("GDPR") defines "personal data" as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

The GDPR classifies certain data as belonging to "special categories", as follows:

- Racial origin;
- Ethnic origin;
- Political opinions;
- Religious beliefs;
- Membership to a trade-union;
- Genetic data;
- Biometric data;
- Health data;
- Data concerning a natural person's sex life;
- Sexual orientation; and
- Other.

The GDPR requires that consent is provided by the data subject for personal data pertaining to "special categories". When BOSP requests sensitive data from data subjects, it is required to confirm why the information is required and how it will be used.

The GDPR requires that personal data may only be collected for specified, explicit and legitimate reasons. When personal data is obtained for specific purposes, it must only be used in relation to that purpose and cannot be different from the reasons formally notified to the Information Commissioner, as part of BOSP's GDPR ICO registration.

4. How does BOSP use your personal data?

BOSP will process your data (i.e. collect, store and use) according to the requirements of the GDPR at all times and shall endeavor to keep your personal data up-to-date, ensuring its

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accuracy and will not keep it for longer than it is required. In some situations, there are set legal requirements for the length of time that BOSP will retain your personal data but usually BOSP will use its discretion, ensuring that personal data is not kept outside of our usual business requirements.

We shall never be intrusive or invasive of your personal privacy and shall not ask you to provide data that is irrelevant or unnecessary and we will enact strict measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised as much as possible.

To see how we use, store and renew your consent for your personal data, please see the specific privacy notice(s) relevant to you:

- Service user privacy notice
- Employee privacy notice
- Volunteer privacy notice
- Supporter privacy notice

5. Cookies, social media and third party links on our website

Cookies are text files which collect log on information and visitor behaviour information. Cookies track visitor use and compile statistical reports on website activity. Such information will not identify you personally, it provides statistical data about our visitors and their use of our website and does not identify any personal details whatsoever. It is used by us to analyse how visitors interact with the website so that we can continue to develop and improve it.

Most websites use cookies, and these are downloaded to your computer automatically, however when you visit BOSP's site for the first time you will have the opportunity to check you understand before you proceed. You can set your browser to accept or decline cookies. Please be aware that a decline preference may mean a loss of function in some of our website features.

You might find links to third party websites or advertisements on our website. These websites should have their own cookies and privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Personal data relating to any donor transactions entered into via our website will be encrypted to ensure its safety.

The transmission of data via the internet is not completely secure and therefore, we cannot guarantee the security of data sent to us electronically and the transmission of such data is entirely at your own risk. Where applicable, we have given you/or where you have chosen a password so that you can access certain areas of our site, you are responsible for keeping this password confidential.

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When communicating with BOSP via websites and social media owned by other organisations, such as Facebook and Twitter, you should check their privacy policies.

6. Your rights

We will only collect the data that we need to carry out the purposes you have contacted us for or given us permission to use it for. However, personal data obtained about you for our legitimate interest research would not prejudice or override your rights and freedoms.

To enable us to carry out the purposes you have contacted us for, there will be occasions when we will make some data collection mandatory i.e. your name and address to claim gift aid, or your medical and health information to access our services. If you don't provide this data, we cannot carry out the purposes you have contacted us for.

We will always tell you why these fields are mandatory.

At any time that you wish you can:

- gain access to your personal data,
- object to the processing of your personal data,
- object to the use of automated decision-making and profiling,
- restrict the processing of your personal data,
- ask for a copy of your personal data (known as data portability),
- rectify or correct your personal data, and
- have your personal data removed (known as Erasure or the 'right to be forgotten').

Where you have provided consent to be contacted or to receive a service, you will be entitled to withdraw that consent at any time.

If you are at any point unhappy with the way that we handled your personal data, you can make a complaint to the Information Commissioner's Office.

To make changes to how we contact you, please email us at privacy@bosp.co.uk.

For all other requests please contact The Data Protection Lead at:

The Data Protection Lead
BOSP
Union House
Suite 2c, 117 High Street
Billericay
Essex
CM12 9AH

7. Changes to this Policy

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We may make changes to this Privacy Policy from time to time. If we make any changes in the way we use your personal data we will make this clear on the BOSP website, or by contacting you directly.

Change history record

Issue	Description of Change	Approval	Date of Issue
1			
2			
3			