



Barnet Seniors' Association Privacy Policy

Privacy policy

We are committed to protecting the privacy of your personal data. We will respect any personal data you share with us and keep it safe. We aim to be clear when we collect your personal data and not do anything you wouldn't reasonably expect.

Policy Scope

This policy applies to:

Barnet Seniors' Association.

All volunteers of the Barnet Seniors' Association.

All trustees of the Barnet Seniors' Association.

Your privacy

Please read this Privacy Policy carefully to understand our practices regarding your personal data and how we will collect, use and stores your personal data. We may update this policy from time to time so please check it regularly. If there are significant updates, we will inform those people with whom we are in regular contact, such as supporters and email subscribers.

1.) Who we are

"Barnet Seniors' Association" refers to the following entry:

Barnet Seniors' Association ("BSA")

BSA's full name is "Barnet Seniors' Association". BSA is a non-profit local voluntary organisation focused mainly on older residents living or working in the borough of Barnet. It runs activities for senior citizens and works closely with Barnet Council and the NHS in order to influence policy plans and practices. BSA believes that by working in partnership and highlighting the key concerns of older people, it can make Barnet a better place for all and improve the quality of life for senior residents.

1.1 We refer to this entry collectively as "BSA" throughout this policy, and references to "we" and "us" refer to the Barnet Seniors' Association entry collectively.

1.2 BSA is a data controller of your personal data.

BSA's address is Barnet Seniors' Association c/o 66 East View, Hadley Green, High Barnet EN5 5TN

2.) What personal data we collect and the purposes for which we use it

2.1 What personal data do we hold?

information we may collect and hold about you are as follows:

your full name and your title;

postal address;

telephone number(s);

email address;

records of your correspondence with us e.g. emails;

donation (if you donate to us);



Barnet Seniors' Association Privacy Policy

But we may also collect, hold and process other personal data where it is appropriate and relevant, for example: details of how you would like to be involved and what you intend to do with the information we provide;

2.2. How and why will we use this personal data?

2.2.1 We will use your personal data to:

provide you with the information, product or service you have requested from us, including such things as our, specific events that we run, responding to your enquiries and requests, attending educational activities and events, and to tell you about our work and our fundraising;

provide you with other information which we feel may interest you. This may include newsletter, e-bulletin, tips, updates, information in relation to fundraising campaigns, voluntary surveys or questionnaires for you to complete, details of relevant volunteering opportunities, and details of any promotions and competitions we are running. We may also send you details of events we think you may be interested in attending;

keep a record of our relationship with you;

improve how we communicate with you, how we fundraise, and how we operate more generally; keep in contact with you in the ways that you have requested or agreed to;

provide you with information about carefully selected third party events, products, campaigns and competitions, where we are permitted to do so;

notify you about changes to our services;

administer donations made to BSA;

verify your identity where required to use some of our services and benefits;

comply with applicable laws and regulations and requests from statutory agencies including for such purposes as health and safety; the detection and prevention of crime and safeguarding; and

carry out any obligations or provide you with any other services, functionality or content which you specifically request or agree to.

2.2.2 For the avoidance of doubt, BSA does not use personal data for automated decision-making which produces legal effects or similarly significantly affects individuals.

2.3. Fundraising

Donations are very important to BSA's ability to achieve its aims. We carry out a wide variety of marketing activities to seek individuals' support for our work for small one-off donations. We want to ensure that we are contacting you with tailored and appropriate communications, and ensure we direct our resources and fundraising activities as efficiently and effectively as we can. We also want to communicate with you from time to time to thank you for your support and tell you what we have achieved with the help of your donation.

3. What lawful bases do we rely on to use your personal data?

The legal bases that we rely on for processing your personal data are:

3.1. You have provided your consent to us using your personal data for a specific purpose:



Barnet Seniors' Association Privacy Policy

We will ask for your consent to use your personal data to send you information by emails and Post. You always have the right to withdraw your consent at any time

4. How we collect personal data

We collect information about you:

4.1. When you give it to us directly

You may give us your personal data in order to receive information from us; at a BSA Event, administering and becoming a supporter; when you volunteer with us or take part in any of our community programmes (or request information about these); when you donate to us; when you respond to a survey or when you otherwise engage with us on our websites and digital products.

4.2. When you use our website at [https:// www.baseas.org.uk/](https://www.baseas.org.uk/)

We do not collect your personal data.

We may provide a link from our website to another website. This privacy policy does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit.

5. Communications and marketing

5.1 We may contact you by post or email where you have provided consent to let you know about our events and activities (and we may also mention those of third parties, particularly where they are collaborating with us or sponsoring our events) that might be of particular interest to you; or about the work of BSA more generally; and to request donations and provide you with information about and the opportunity to participate in our fundraising activities. We provide the opportunity for you to opt-out from receiving our marketing communications every time we contact you.

You can opt-out from receiving our communications, or update your contact preferences at any time by emailing: distribution@barnetseniors.org.uk

5.2 Social media targeting

BSA does not use Social media targeting, but will provide information about our Events; Newsletter and e-bulletin via Nextdoor and Scooploop

6. Data sharing

We do not sell your information under any circumstances. We do not share your personal data with any third parties.

Whilst we allow our volunteers to use your personal data for the activities we have described in this policy (e.g. to provide services, deliver mailings, process payments), we only permit them to use it to deliver the relevant information, goods or services, and only if they apply an appropriate level of security protection.

We may need to disclose your personal data upon request to regulatory and government bodies as well as law enforcement agencies. To transfer personal data but your personal data would continue to be used for the purposes set out above.



Barnet Seniors' Association Privacy Policy

The personal data we collect from you will not be transferred to, shared and/or otherwise processed by organisations or companies outside the European Economic Area ("EEA").

Unfortunately, the transmission of personal data via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your personal data transmitted to BSA via email; any transmission is at your own risk.

7. How we keep your personal data safe and who has access to it

We are committed to ensuring that there are appropriate technical controls in place to protect your personal data including protection from misuse and unauthorised access. For example our network is protected and routinely tested.

Your information is only accessible by staff, volunteers who are bound by appropriate policies and procedures to protect your information

8. Your rights

Please note that you may only use/ benefit from some of the following rights in limited circumstances. For more information, we suggest that you consult guidance from the Information Commissioner's Office (ICO) – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection>

9. Right to restrict processing

In certain circumstances as outlined in the ICO guidance referred to above, you have a right to require us to stop processing your personal data in a particular way.

9.1. Right to erasure

You have the right to request that your personal data is erased from our records in certain circumstances.

9.2. Right of access

You have the right to ask for a copy of the personal data we hold about you. If you want to access your personal data, please send a description of the personal data you want to see and proof of your identity by post to BSA's address is Barnet Seniors' Association c/o 66 East View, Hadley Green, High Barnet EN5 5TN.

9.3. Right to rectification

We also want to make sure that your personal data is accurate and up to date. Please let us know if your details change. You may also ask us to correct or remove personal data which is inaccurate.

9.4. Right to object

You can also opt-out of receiving all or some of our communications or request that we stop processing personal data about you for certain purposes at any time by contacting us by post to BSA's address is Barnet Seniors' Association c/o 66 East View, Hadley Green, High Barnet EN5 5TN.

9.5. Right to data portability



Barnet Seniors' Association Privacy Policy

In certain circumstances you have the right to data portability which means we will provide you (or a third party you nominate) with your personal data in a structured, commonly used and machine-readable format.

10. Complaints

If you are unhappy with the way in which we have handled your personal data please contact us by post to BSA's address is Barnet Seniors' Association c/o 66 East View, Hadley Green, High Barnet EN5 5TN.

Please let us know if you have any queries or concerns about the way that your personal data is being processed by us by contacting us by post to BSA's address is Barnet Seniors' Association c/o 66 East View, Hadley Green, High Barnet EN5 5TN. You are also entitled to make a complaint to the Information Commissioner's Office. For further information see the Information Commissioner's guidance here <https://ico.org.uk/for-the-public/personal-information>.

11. Data retention

We keep personal data for as long as there is a need to keep it in connection with the purposes for which it was collected. We may keep your personal data after a particular matter or exchange has concluded but purely for record keeping purposes and to be able to respond to queries. In some cases, we are also obliged to retain your personal data to comply with legal or statutory obligations (for example, to keep records of contractual or financial matters).

Whilst the specific time periods vary depending on the circumstances, in general we will not keep records that include personal data for more than 10 years after a particular matter or exchange has concluded. In the event that you ask us to stop sending you marketing communications, we will retain certain details, such as your name and email address, but only to ensure that you are not contacted again.

12. Contract

For all enquiries in respect of this privacy policy, please contact BSA by post to BSA's address is Barnet Seniors' Association c/o 66 East View, Hadley Green, High Barnet EN5 5TN or email: distribution@barnetseniors.org.uk

13. Websites and digital products

In this policy "website" refers to the BSA website, found at [https:// www.baseas.org.uk/](https://www.baseas.org.uk/), and all our digital products, such as email.

14. Changes to this privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated in May 2018. This document is not a contract between us. It may be subject to amendments. Any future changes or additions to the processing of personal data as described above in this privacy policy, which affect you, will be communicated to you through an appropriate channel, depending on how we normally communicate with you.

Barnet Seniors' Association aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used.
- How to exercise their rights.



BARNET SENIORS' ASSOCIATION

A Voice for Older Residents

Barnet Seniors' Association Privacy Policy

To these ends, **BSA** has a privacy policy, setting out how data relating to individuals is used by **BSA**.