

How we (Irise International) capture & use personal information (i.e. our privacy policy)

Introduction

A new data protection law, called the general data protection regulation (GDPR), is coming into force on the 25th May 2018. As part of making sure we're ready for the changes, we've updated our policies relating to how we capture and use personal data. As part of our commitment to maximum transparency in all things, we've decided to publish the policy in full here on our website so you can see clearly how we capture, process, share, and use all personal data.

By personal data, we mean any data that can be used either on it's own or when combined with other data to identify a specific person.

Who we are and how to contact us

Irise International (or Irise for short) is a UK registered Charitable Incorporated Organisation (registered charity number: 1157722) Our registered office address is Union Street Co-Working Space, 18-20 Union Street, Sheffield, S1 2JR, UK.

We can be contacted by post at: Irise International, 21 Leyburn road, Sheffield, S8 0XA

We can be contacted by email at: info@irise.org.uk

How and why we capture personal data, what we do with it, and who it's shared with

Irise stores and processes personal data only for the following reasons:

- You have provided your consent for us to store and process your personal data
- We are required to store, process, and/or share personal data in order to comply with the law
- We have a legitimate interest in doing so (so long as you do not have a good reason for us not to and you and others would usually expect us to use personal data in this way)
- It is necessary to fulfil the terms of a contract we have with you have asked us to do so before a contract can begin

Depending on how we interact with you, we may store & the following information:

- Names
- Address
- Email address
- Phone number
- Contact preferences

- Details of any interactions you've had with our staff and volunteers
- Details of how you have been involved in any of our charitable programs
- Details of any donations made by you to us, including (if you've chosen to supply the information) details of the gift aid status of your donation & your eligibility to gift aid donations
- Details of how you interact with us on social media
- If you are an employee or volunteer at Irise, any information we are legally required to hold related to employment or volunteering
- Any other personal data you choose to share with us

We only store the information we need and only keep it as long as is necessary. We will share this information with third parties where necessary to comply with the law and where a third party is providing us with a service necessary for our operations. In this case, we will share only the information necessary for this purpose & all third parties will have privacy policies in place which are fully compliant with all relevant UK, EU, and international laws.

If you contact us:

If you choose to contact us by phone, email or post, we will have access to whatever information you share with us when you do so, including the content of written communications.

Our email service is provided by Google Gsuite for Business and any emails you send to us will be stored by google in line with our service user agreement with them. A copy of this agreement can be made available to you on request.

If you contact us by post, we may store a physical copy of anything you send but only for as long as is necessary for the reasons described above. We would not usually share this information with any third parties, but may do if necessary for one of the reasons above or if required by law.

If you contact us by phone, we may (depending on how your phone service is set-up) also know your phone number. We do not make or keep recordings of phone conversations for any reason.

If you contact us, we may use the contact information you have provided to reply to you directly but will not use your contact information for general marketing purposes and will not add this information to our mailing list unless you have specifically asked us to do so.

If you use our website:

Our website services are provided by Weebly. Weebly uses cookies to personalize user experiences, analyze site usage, and offer tailored promotions. Irise does not have access to any personal information collected by Weebly for this purpose, but we do receive aggregate data about how people use our website from Weebly. For more information about how weebly use personal data, please visit www.weebly.com/uk/privacy

If you interact with us on social media:

If you interact with us on social media (e.g. Facebook, Twitter, Instagram, YouTube, LinkedIn, etc) you might give us permission to process information from those accounts. We will only be given access to the data specified by the Terms of that particular service. We will not be able to access your private messages, photos, etc. We will only use anything you specifically send to us, or information about you as a person, e.g. your age, location, etc. which might be pooled with other information to draw a general profile of our audience on that service.

If you sign up to our mailing list:

Irise uses MailChimp to manage mailing and contact lists used to keep people up to date about our work and opportunities for people to get involved. When you sign up to our mailing list, Irise & MailChimp will store the contact details you provide and use these to contact you only for the reasons you have consented to. We will store your personal data for this purpose only for as long as you give us consent to do so & you can unsubscribe or update your contact preferences at any time, either by emailing us or by using the links provided at the bottom of any emails sent for these purposes.

When you sign up to our mailing list, you can provide consent to be contacted by us for any, none, or all of the following reasons.

1. To receive updates about our work
2. To hear about job and volunteer opportunities at Irise
3. To hear about awareness and fundraising campaigns we are running
4. To hear about opportunities specifically targeted at students and recent graduates

If you make a donation:

We need to store information about donations we receive as we have a legal obligation to maintain true and accurate accounts and also have a legitimate interest in identifying who supports our work financially. If you have chosen to gift aid your donation, we will need to store and process additional information in order to make a gift aid claim. We will capture, store, and process only the minimum data necessary for these purposes & will keep your personal information no longer than is necessary for these purposes.

We receive online donations via BT's MyDonate platform. If you donate to us via this platform, you will be providing MyDoante with access to your personal data as per their privacy policy (<https://www.btplc.com/mydonate/aboutmydonate/Privacypolicy/index.aspx>). BT share personal data with us as per this policy. We only process this data as is necessary for the purposes outlined above and only keep it for as long as is necessary for those purposes.

If you provide your contact details and permission for us to contact you at the time you make a donation, we may use these details to send you a thank you message and to invite you to sign up to our mailing list.

If you take part in one of our programs or benefit from our work:

If you participate in one of our charitable programs, or a beneficiary of our work, we may store personal information as is necessary to monitor the efficacy or maintain the operation of our programs. This will only be done when you have provided your consent for us to do so, it is in the legitimate interests of the charity to do so and you would reasonably agree, or it is necessary for us to comply with a legal requirement. We will store only the information necessary to achieve these purposes and only for as long as is necessary for us to do so.

If you are an employee or volunteer with Irise:

We are legally required to store, process, and share personal data of those who are employed by or volunteer with Irise & may need to share this data with various government entities and law enforcement agencies such as HMRC. We store only the information we are legally required to hold and only for as long as is necessary and only share this information where is required to comply with a legal duty.

Keeping your personal data safe

We have physical and digital systems in place to help keep your personal data safe. Access to personal data held by Irise is restricted only to those who have a genuine need to use it & physical and digital copies of data are securely stored.

We have no control over what happens to your personal data before it reaches us and encourage you to share personal data with us in the most secure way possible. Equally, we do not have any control over the personal data that others store and collate, even if you access their services via our website. We encourage you to read the privacy policy of every website you visit to ensure you are happy with how your data is being recorded, processed, and stored

Your rights

If you wish to request we stop processing or that we delete your personal data, please submit a request using the contact details provided above. You may also contact us to request a digital copy of any personal data we have about you.

We will comply fully with all request to stop processing, delete, or supply a copy of personal data wherever required to do so by law, but please note that there may be times, such as when we are required by law to keep certain data, when we will not be able to comply with your request. Whenever we are unable to comply, we will notify you in writing as soon as reasonably possible to let you know we have been unable to do what you have requested and explaining why.

If you are unhappy about how we are using your personal data, please let us know by contacting us using the details provided above. You can also complain to the Information Commissioner's Office (ICO). You can find more details on their website (ICO.org.uk)



www.irise.org.uk

If you are under 18:

Special rules apply to the processing of personal data belonging to those under the age of 18. Please ensure you have obtained the consent of someone with parental responsibility for you before sharing any personal data with us (including sending us messages).