



Flourishing Families Leeds Website Privacy Policy

We value everyone who engages with us by whatever means and we do all we can to protect your privacy and to make sure that the personal data you provide is kept safe. This Privacy Policy explains what to expect when we collect and use your personal information. We want to make sure that you are aware of how we use the information you give us about yourself (your data), and what to do if you have any questions or concerns. Flourishing Families Leeds is registered as a charity in England and Wales (1171626).

We welcome any feedback on any of our actions. If you'd like to learn more about our Data Protection and Privacy Policies or get further clarification, please contact us:

Data Protection Officer
Flourishing Families Leeds
12 Helmsley Drive
Leeds
LS16 5HY

Telephone: 07554 003101

Email: Katec@flourishingfamiliesleeds.org.uk

What we use your information for:

Flourishing Families Leeds will use the information you provide in the following ways.

We may send you information about ways you can help people affected by poverty, such as becoming a volunteer.

We will also use the information you give us to process any donations you make and to thank you, and to claim tax on Gift Aid.

We will use your information to manage and co-ordinate our volunteers if you support us in this way.

You have the right to ask us not to contact you again (unsubscribe). You can do this by contacting us using the following details:

Data Protection Officer
Flourishing Families Leeds
12 Helmsley Drive
Leeds
LS16 5HY

Telephone **07554 003101**

Email: katec@flourishingfamiliesleeds.org.uk

How we collect personal data

We will collect information in the following ways.

When you share information with us

When you communicate with us and provide information (for example, when you complete the volunteer form) and authorise us to store your information, we will collect this so that we can communicate with you in future. We won't go looking for personal information, such as your personal telephone number, if you haven't provided this to us.

When you visit our website

- When you sign up to become a volunteer
- When you share information with us through a third party
- If you make a donation through a third party (such as PayPal) and provide your personal information (e.g. your name and address) for the purpose of being contacted, we will collect this so that we can thank you personally.

Data correction

We may ask you to confirm your details from time to time so that we can accurately update our records and ensure that the data being held is accurate and relevant.

The personal information we collect

We may ask you for certain pieces of information to ensure we communicate with you in an appropriate way and only send you relevant information about our work. This includes:

- Personal identifiers such as your title and name.
- Contact details including postal address, postcode, email and telephone number
- Whether you are a UK tax payer
- Records of your contact with us

When you share personal information with us we will check that you are happy for us to hold this information and we will keep it confidential, ensuring that we process and

treat such sensitive personal data with the greatest of care and in accordance with the current Data Protection regulations.

Who we share your information with

Except as required by law* we will never share your details with other organisations.

(*If you are volunteering we may need to share your details with authorities where the volunteering takes place (e.g. school situations where a current DBS certificate is needed).

Your information, rights and choices

Data regulations give you the right:

- To request in writing, and securely obtain copies of, the personal information we hold about you
- To have us correct or update your personal information that we process
- To request that we stop using your personal information for any purpose unless we are under a legal obligation to process your data or where the processing is required by law
- To know who we share your data with and the purpose of why we share it.
- To know how we process your personal information.

Please do contact us if you ever wish to raise a concern about Flourishing Families Leeds' handling of your personal information or feedback to us anything that you think we have done well.

You also have the right to lodge a complaint with the [Information Commissioner's Office](#) about how we manage your data.

We do not use cookies on our website.

Credit or debit card donations

In order to make a donation online, you will need to give us certain personal information. Our website uses PayPal and we do not hold any of your card details when you make a donation via our website.

Changes to this Privacy Notice

We will review this privacy notice regularly and may update it at any time if there are changes in the law or how we operate. If there are any significant changes in the way we process your personal information we will send you a notification.