

## **Ambleside Action for a Future (AAFAF)**

A Charitable Incorporated Organisation  
Charity number 1188921



### **Privacy Policy**

Your privacy is important to us, and we are committed to responsible use of your personal data and to compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This policy sets out how we use your personal information.

#### **What personal information we collect**

We only collect information that we need in order to engage with you, and to deliver our charitable activities. For example, we may collect your data when:

- You join AAFAF as a member;
- You take part in an AAFAF activity or event;
- You make a donation to AAFAF;
- You use our website.

The information we collect may include:

- Your full name;
- Your address;
- Your email address;
- Your phone number(s);
- Your age or date of birth;
- Your gender;
- Your dietary needs (for events that involves catering);
- Relevant details of your medical needs or disabilities (so that we can meet your needs or make any necessary adaptations);
- Tax status (for Gift Aid processing);
- Your Internet Protocol (IP) address, and details of which version of web browser you used;
- Information on how you use the website, using cookies.

We may use Google Analytics software to collect information about how you use our website. The data is anonymised before being used for analytics processing. Google Analytics processes anonymised information about:

- The pages you visit on our website;
- How long you spend on each website page;
- How you got to the website;
- What you click on while you are visiting the website.

We do not store your personal information through Google Analytics (for example your name or address). We will not identify you through analytics information, and we will not combine analytics information with other data in a way that would identify who you are.

Our website includes some links to third party websites. For example, these may include links to social media sites such as Facebook, Twitter and YouTube. If you use these, we are not responsible for their content or what they do with your personal data, and so we advise you to read their privacy policies.

## **Your Responsibilities**

You are responsible for making sure you give us accurate and up to date information. If you provide information on behalf of another person, you must tell them about this privacy policy and make sure that they agree to us using their information for the purposes set out in it.

## **How we use your personal information**

We use your personal information to manage your membership account on our membership database, to communicate with you about your membership and our activities and, when necessary, to ensure that you can safely and securely access our events and activities, and that we meet any needs (such as medical, dietary or accessibility needs) that you have told us about.

We never share your personal information with third parties unless it is necessary for the reasons above. For example:

- We might share your dietary needs with an external caterer, or your medical or accessibility needs with a trainer or activity organiser so that they can ensure that your needs are met;
- Our membership database is hosted on a third-party website – their privacy policy is available at <https://membermojo.co.uk/aafaf/help/privacy>.

We never use your personal information for promotional purposes without asking for your specific, unambiguous consent. For example, if we wish to name you in an article on our website, we will first ask you for your consent.

## **Member communications**

If you are a member of AAFAF, we will send you regular, relevant emails about our meetings, activities and events. Other members may also email you through our membership database, but this does not give them access to your email address. You can choose not to receive these emails by editing your membership profile in our membership database. If you do choose not to receive these regular emails, we may occasionally email you about your membership of AAFAF.

We have email discussion lists organised around various relevant topics and activities. You can join or leave these lists at any time, by editing your membership profile in our membership database.

You can unsubscribe as a member of AAFAF at any time by either using the 'unsubscribe' link in one of our emails, or by contacting us at the email address below in which case we will respond to your request within one calendar month.

## **Contacting us about your personal information**

Please contact us at the email address below if you wish to:

- see any personal information that we hold about you that you are unable to see on our membership database;
- change any personal information that you are unable to change yourself on our membership database;
- have your personal information removed from our records;
- object to or restrict the way in which we use your personal information.

We will respond to your request within one calendar month.

Please note that:

- we are legally required to keep financial records for a minimum period of six years from the end of the AAFAF financial year in which the transaction was made;
- removing or restricting your personal information may affect our ability to communicate with you or meet your needs

### **How long we retain your personal information**

We retain your personal information for as long as is necessary for the purpose for which it was collected (including as required by applicable law).

In the event of an incident, we may retain any relevant information until any relevant investigation, complaint, claim or potential claim is completed or resolved.

Financial records, including those of event payments and refunds, will be retained for a minimum period of six years from the end of the AAFAF financial year in which the transaction was made, in order to comply with legal obligations.

### **Contacting us**

Please email [aactionfaf@gmail.com](mailto:aactionfaf@gmail.com) or write to us at the following address:  
AAFAF, Dillygarth, Loughrigg, Ambleside, Cumbria, LA22 9HF.

### **Document Management**

<b>Version</b>	<b>Date</b>	<b>Status / Notes</b>	<b>Author</b>
1.0	28/05/20	Initial version as agreed by Trustees	Steve Lenartowica
2.0	14/01/21	Updated due to move from GroupSpaces to Membermojo and Google Drive.	Steve Lenartowicz

The latest approved versions of any policy documents will be available for members to access on AAFAF Google Drive and (if appropriate) for public access at <https://aafaf.uk>.