

# Privacy Notice

At Embracing Age we are committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people, how we use it, and how we keep it secure. We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

## Who are we?

Embracing Age is a faith inspired charity registered in England and Wales (no. 1160440) dedicated to improving the lives of older people, particularly the oldest and frailest.

## How do we collect information about you?

We obtain information about you when you sign up for our newsletter on our website or when you email us. We also collect the name and email address of local church representatives when we are looking to start a Care Home Friends project in a new area. This information is obtained from church websites.

## What type of information is collected about you?

The personal information we collect might include your name and email address. If you are looking to volunteer with us we will also collect further information including your telephone number, age, motivation for volunteering and contact details of your referees.

## How is your personal information used?

We may use your information to:

- Process a volunteer application.
- Answer a query from yourself
- Send you information you have requested or information that we think you have a legitimate interest in.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity.

## Who has access to your information?

Your information is stored securely in our online database.

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

## Your Rights

You have a choice about whether or not you wish to receive information from us. We will only send you information if there is a legitimate interest (such as Care Home Friends starting in your area) or you have specifically asked us to send you something (like our newsletter or prayer letter). If you would rather not receive communication from us you can ask us to stop at any time.

The accuracy of your information is important to us. If our records are inaccurate or your contact details change please email us at [info@embracingage.org.uk](mailto:info@embracingage.org.uk) or telephone 020 3778 0035.

You have the right to ask for a copy of the information Embracing Age hold about you. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Tina English and you can contact her at [tina@embracingage.org.uk](mailto:tina@embracingage.org.uk)

## **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## **Children**

We are concerned to protect the privacy of children aged under 16. If you are aged under 16 please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Transferring your information outside of Europe**

As part of the services offered to you through our website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). For example, our website is hosted by Weebly, an organisation based in the USA. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in January 2018.