



Terms and Conditions

1.0 Introduction

This document explains how we at Nottingham Street Aid use data about living individuals.

2.0 Why Do We Need Your Information?

We believe that the people of Nottingham want to help those less fortunate than themselves, especially the most deprived and vulnerable that find themselves facing homelessness. Nottingham Street Aid aims to collect money from the public, and, through local charities, provide the help that those vulnerable, homeless people need. We use personal data to help collect and distribute money within Nottingham.

3.0 Whose Data Do We Collect?

We hold data on those who have given financial or other support to Nottingham Street Aid, those people from agencies who apply to Nottingham Street Aid for grants, and the beneficiaries of those grants.

4.0 How We Obtain Your Data

The majority of the information we hold about you has been provided directly to us by you.

In some cases the data may be collected from someone else. Examples include data collected via a service provider like PAYA Mygivinghub or DONR.

We also collect data from publicly available sources. Examples include information gathered from a news article or on-line media, including social media like LinkedIn or Twitter. We may also use publicly available directories and similar information such as the Royal Mail's National Change of Address database and Companies' House.

5.0 What We Do With Your Data And Why

5.1 Supporters

The core purposes of our data processing are to:

- build financial support for Nottingham Street Aid through various fundraising and marketing activities,
- send communications to you about Nottingham Street Aid,
- administer donations (including but not limited to funds which are subject to Philanthropy Agreements),
- promote the aims and objectives of Nottingham Street Aid through other activities.

We may use data obtained other than from you to ensure that your contact details are up to date, to plan our fundraising (including using indicators of affluence so as to reflect the possible level of donation someone is able to make) and to ensure that appropriate due diligence is carried out to safeguard the assets and reputation of the Nottingham Street Aid.

5.1.1 We Collect The Following Classes Of Information:

- Name(s) and address, email, phone number and other relevant contact details and preferences Relevant family or friends information including information on successor advisors
- Occupation, skills and professional activity and network(s)
- ~~Financial information and interest in philanthropy information relating to links and connections with and in the East Midlands.~~ Records of donations including assets used to make donations, Gift Aid status etc.
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.

5.2 Information on referral agencies and their staff.

We collect the information described below in order to process applications for grants and track the spending of grants from Nottingham Street Aid.

5.2.1 We Collect the Following Classes Of Information:

- Name(s) and address, email, phone number and other relevant contact details and preferences

- Purpose and details about an application for a grant
- Any other information needed for the assessment of a grant which may include financial, family, education and employment information
- Details about any grant which was made including evidence proving the spending of that grant
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.

5.3 Information On Grant Beneficiaries

We collect the information described below in order to solicit and process applications for grants from Nottingham Street Aid.

5.3.1 We Collect The Following Classes Of Information:

- Name(s) and address, email, phone number and other relevant contact details and preferences
- Purpose and details about an application for a grant
- Any other information needed for the assessment of a grant which may include financial, family and employment information as well as gender, pregnancy status, age, ethnicity, religion, sexuality, disability, marital status, dependants, and accommodation status
- Details about any grant which was made including evidence proving the spending of that grant
- Information about our relationship with you, correspondence, meeting notes, attendance at events etc.

6.0 Protecting Your Data

We keep your data secure in our database with appropriate security mechanisms in place. In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data. Examples are given below:

- We will provide information to HMRC on Gift Aided donations since we have a legal obligation to provide this information.
- We will share information on grant applicants with grant panel members and donors. These are volunteers working with Nottingham Street Aid. We will also publish data on grant recipients for groups/organisations (amounts/names/purpose) but we anonymise details for any individual beneficiaries.

- We may share basic information on the attenders at an event or function or meeting with the host or other person who has a volunteer role in the Community Foundation.
- We may pass data to other organisations, known as Data Processors, to provide specific services to us. An example would be providing data to a mailing house in order to send a newsletter. A contract is always in place with a Data Processor, and they are not allowed to do anything with your data other than that which we have requested.

7.0 Our Responsibilities

The law requires us to tell you the basis on which we process your data.

- Some activities (for example sending you emails which promote Nottingham Street Aid interests) require your consent. If the law requires your consent to process data in a certain way then we will obtain it before carrying out that activity.
- Other activities are carried out to fulfil a contract or agreement. Examples include holding funds which are subject to Philanthropy Agreements or organising a ticketed event. Each requires us to know who you are and to process your information in order to do the thing you have asked us to do. If a contract is in place then we will process your data based on that contract.
- In all other cases the law allows us to process your data if it is in our legitimate interest to do so, but only so long as we need to and your “interests or your fundamental rights and freedoms are not overriding”. Practically speaking this means we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in this privacy notice.
- We will keep data for as long as is needed to complete the task for which it was collected. Relationships between donors, referral agencies and beneficiaries and Nottingham Street Aid are often long term, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it.

8.0 Your Rights

The law requires us to tell you that you have a variety of rights about the way we process your data.

These are as follows:

- Where our use of your data requires consent, you may withdraw this consent at any time.
- Where we rely on our legitimate interest to process data, you may ask us to stop doing so.
- You may request a copy of the data we hold about you.

- You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so. Activities like processing Gift Aid donations, or managing a Philanthropy Agreement, may mean we cannot entirely stop processing your data. We will always endeavour to comply with such a request, however.

If you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

9.0 Contacting Us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact us:

Email: enquiries.nottingham@streetsupport.net

Web: <https://streetsupport.net/nottingham/street-aid/>

Date Adopted	Date Reviewed	Next Review Date*
October 2023		October 2024

* Reviewed annually