



Privacy Policy

Effective Date: March 2023

Privacy Statement

Sea-Changers is a charitable trust and your privacy is very important to us. We are a registered Charity in England and Wales No. 1142119 and in Scotland No. SCO43922.

We take great care in protecting your privacy and the information you provide to us in your interactions with us as a charity – either making contact, finding out about what we do or making a donation to us.

The purpose of this policy is to give you a clear explanation about how Sea-Changers collects and uses the personal data you provide to us and that we collect from other parties. We ensure that we use your information in accordance with all applicable laws concerning the protection of your personal data.

Our data protection lead

If you have any queries concerning this policy, or would like to make a subject access request (find out what, if any, data we hold about you) please contact our Founder who advises on Data Protection issues, Rachel Lopata:

Email: rachel@sea-changers.org.uk

Phone: 07881 411458

Personal data we collect

We will collect personal data when you request to receive updates and information from us; if you volunteer for us and / or when you make a donation. We also collect personal data from both business partners and grant applicants.

The information we collect from you may include:

- Your full name
- Phone number
- Address and postcode
- Email address

We do not do any invisible processing of data from your computer. We will only collect and use personal data in accordance with this policy, and we will maintain appropriate safeguards to ensure the security, integrity, accuracy and privacy of the information you have provided.



When you sign up to our email alerts

We use Wix Marketing for our email newsletters. We will continue to send you email newsletters and alerts until you tell us not to or use the unsubscribe option on any of our emails. Wix's data security measures may be found here:

<https://support.wix.com/en/article/wix-security-measures-overview>

Use of 'cookies'

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitors' use of the website and to compile statistical reports on website activity. We request your consent for these when you visit our website.

For further information visit www.aboutcookies.org. You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

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.

How we use your personal data

We may use your information to:

- process a donation that you have made;
- send you communications which you have requested and / or that may be of interest to you;
- process a grant or job or volunteering application.

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 we share your personal data with

We will never pass your personal data on to other organisations for them to use for their own marketing purposes.



However, we may disclose your personal information in the following circumstances:

- To third parties to perform functions on our behalf. We require these third parties to comply strictly with our instructions and data protection laws and we make sure that appropriate controls are in place. We enter into agreements with all our third parties and regularly monitor their activities to ensure they are complying with our policies and procedures. They will only have access to the personal data needed to perform their functions, and will not use it for other purposes.
- Where we are under duty to disclose your personal information in order to comply with law or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation or where we have your written consent.

All the personal information we process is accessed within the UK. However Cloud storage of your information may be situated outside of the European Economic Area (EEA).

How we protect your personal data

Sea-Changers maintains appropriate technical, administrative and physical safeguards to protect information, including, without limitation, personal data, received or collected by us. We store information using Google Drive. Information about Google Drive and GDPR can be found here:

<https://cloud.google.com/security/gdpr>.

We review, monitor and evaluate our privacy practices and protection systems on a regular basis. Only volunteers and trustees that need to, have access to the personal data you provide.

If your organisation receives a grant from Sea-Changers your project's details and the contact information for your project (which may include personal data such as name, email and telephone number) will be held on an Airtable database. This data processing is defined as being within legitimate interests under the law (i.e., we will use your data in ways you would reasonably expect, which have a minimal privacy impact, and there is a compelling justification for the processing.) Details of Airtable's security practices may be found here: <https://support.airtable.com/docs/airtable-security-practices>

How long we will keep your personal data

Unless a longer retention period is required or permitted by law, we will only hold your personal information on our systems for the period necessary to fulfil the purposes outlined in this Privacy Policy or until you request it is deleted.



Your choices and rights

How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@sea-changers.org.uk. You have the right to ask for a copy of the information Sea-Changers holds about you.

You can find out more about your rights under The General Data Protection Regulation here <https://www.which.co.uk/consumer-rights/regulation/general-data-protection-regulation-gdpr>

Queries and complaints

If you have any queries concerning this policy, or would like to make a subject access request, please contact our Founder who advises on Data Protection issues, Rachel Lopata:

Email: rachel@sea-changers.org.uk

Address: 15 Station Road, Leicester, LE9 2EL

Phone: 07881 411458

In the event that you wish to make a complaint about how your personal data is being processed by Sea-Changers (or third parties as described above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority.

Website: <https://ico.org.uk/concerns>

Telephone helpline: 0303 123 1113

Changes to our privacy policy

We may change this Privacy Policy from time to time. If we change the Privacy Policy, we will post the revised version here and change the "Effective Date" listed at the top of this Policy. We encourage you to check here periodically for the most up-to-date version of our Policy.