**Privacy notice for voting members, supporters and donors**

**Introduction**

As a local charity, Sutton Mencap is greatly reliant on the support of local people who volunteer for us, make donations, take part in our activities or become voting members. We want to be able to keep in contact with people so that we can thank them and let them know about our activities.

We therefore keep records or people who have supported us and we use these records in the hope that we can continue to receive that support. This notice explains all about:

* what personal information we collect
* why we collect it
* the legal basis for collecting it
* what we do with it
* when we may share it with others
* how you can access to and update your information.

As an organisation that collects and uses personal information, we are called a Data Controller. If you have any queries about our role as data controller, contact the Office Manager, Sutton Mencap, 8 Stanley Park Road, Wallington SM6 9RW.

**What personal information do we collect?**

We collect information that may be used to identify you, such as your name, telephone number, postal and email addresses. We also keep some information about the ways in which you support us. For example, we record whether you are a member of the 200 club, so that we can ensure we include you in the draw. We also keep information like gift aid records.

If you are a voting member we also ask you to provide what is sometimes called sensitive or special categories of data. This includes information about things like ethnicity and disability. This allows us monitor how well we are involving different sections of the community.

This information is very important and we recognise our duty to keep it safe.

**Why do we collect and use this information?**

We collect and use information so that we can thank supporters and in the hope that we can continue to receive the support of people who have helped us in the past. In particular this means that we want to keep our supporters informed about our work. We may also ask to use photographs of supporters in our publicity materials.

Some of the information is used so that we can accurately process donations. For example, if a donation is given for a specific purpose, we will keep a record of any instruction to ensure that we use it correctly.

In relation to our company members, we also have a legal duty under our governing document to inform them of things like arrangements for the AGM and the right to stand as a Trustee.

**The legal basis for collecting this information**

The main legal basis we use for keeping supporters’ information is consent. As a supporter we ask you to complete a consent form to agree that we can keep you on our database and contact you about our activities. If your level of need makes it difficult for you to give your consent, we may seek consent from a parent or carer. If you are aged under 16 we will always seek the consent of a parent or carer.

Please remember that you can change your consent settings at any time if you change your mind about receiving publicity materials or the future use of a photograph or video of you. If you want to change your consent settings visit [www.suttonmencap.org.uk/stay-informed/consent-form/](http://www.suttonmencap.org.uk/stay-informed/consent-form/) or contact our office manager for a consent form.

Other uses of your information are covered by a legal requirement. This includes maintaining and using a register of voting members. It also covers some financial records, such as gift aid certificates.

**Sharing your information with other organisations**

Other than where there is a legal requirement to do so, we do not pass on your contact details or any other information about you to other organisations, other than published photographs or images that are used with your consent.

The information we have about you is sometimes stored on online databases or electronic mailing systems. We only use database providers who confirm to us that they are compliant with the General Data Protection Regulation.

**Your rights**

You have legal rights in relation to the data that we hold about you. At any time, you or your carer can:

* Ask to see the information we hold about you. This is called a data subject access request. The ICO has produced guidance on how you can request this information. Visit <https://ico.org.uk/for-the-public/personal-information/>.
* Request that information is changed if it is inaccurate or out of date.
* Request that we delete the information that we hold about you (although we will keep information where we have a legal obligation to do so).
* Request that we stop using the information we hold about you.
* Change the consent you have given us about making contact with you.

Our aim is to look after your information in a fair way that meets your needs. If you have any queries about how we collect and use your information, please let us know.

How to contact us:

* Write to: Office Manager, Sutton Mencap, 8 Stanley Park Road, Wallington SM6 9RW
* Telephone us on 020 8647 8600
* E-mail info@suttonmencap.org.uk

If for any reason you wish to complain about our processing of your data you can contact the Information Commissioner’s Office. For information on how to do this, visit <https://ico.org.uk/concerns/>