PRIVACY POLICY

GlobalGirl Media UK takes the privacy of our supporters and service users very seriously and we take great care to safeguard any personal information given to us.

This policy provides details and explains how we collect and use supporter information and data.

By using our website and/or providing us with your personal details you are agreeing to our Privacy Policy. Please do keep checking our Privacy Policy as we may need to update it without contacting you beforehand.

**When will we ask for personal details?**

We may ask for personal details for the following reasons:

* You have applied to attend, or have attended one of our training courses or other events
* You have applied for a paid position with us
* You have applied to volunteer for us
* You have made a donation to us
* You have signed up to receive our newsletter/communications
* You have applied or are part of our governance team

**Why do we ask for our supporters’ personal data and how do we use it?**

There are many reasons why we need to ask for our supporters’ personal information. For example because we need to process your training application or donation.

We are incredibly proud of what we achieve with the help and backing of our supporters. We want to keep in touch to share our latest news and achievements so each supporter can know what a difference their donations and help are making. We also want to share future plans and goals as well as details of our events and fundraising activities. We only contact our supporters if they have agreed to being contacted by GlobalGirl Media UK. All information kept is held in compliance with the [Data Protection Act 1998](https://www.legislation.gov.uk/ukpga/1998/29/contents) and any other legislation that is applicable.

**Passing data on to other companies and third parties.**

We will never sell our supporters’ information and data to any third party. If on the rare occasion we may need to transfer data to a third party – an example of this is checking against the [Telephone Preference Service](http://www.tpsonline.org.uk/tps/index.html) – we will ensure that the third party organisation has a signed data processing agreement, ensuring that all data is looked after by them as carefully as we do. We share information with HMRC only if supporters have completed our Gift Aid form so that we can claim the Gift Aid against donations. We will also share data if we are required to do so by law.

**How do we store supporter information securely?**

We take great care to prevent the loss or misuse of any of data we hold for our supporters.

On occasions we may need to hold data for supporters beyond their name, address, email and telephone number. For example, we may ask for information such as next of kin for our volunteers. This information is only held for the duration of the volunteer’s placement, is stored electronically in secure files, and deleted when the placement finishes.

Much of our communication with supporters is through email which is not a fully secured form of communication. We do everything within our powers to keep our systems protected, but we are not able to offer any guarantees.

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