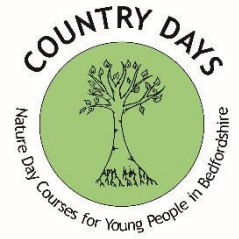


Country Days

Privacy Notice



Your privacy is important to Country Days. This notice provides information about personal information that Country Days collects about you whether online, via phone, mobile, email, letter or other correspondence and your rights. It refers to information collected from our supporters which includes our donors, fundraisers and every individual who supports the charitable aims of the organisation. By providing us with your personal information you will be agreeing to your information being used in the ways described in this notice.

Personal information is information that can be used to identify you.

Country Days may request from you and process the following Personal Information:

Name

Postal address

Telephone number

Mobile number

Email address

Images captured during events.

Country Days may collect personal information about you when you ask about our activities, make a donation, register for an event, engage with our social media, order products and services (such as newsletters), or otherwise give us personal information.

We do not usually collect special categories of personal information (e.g. Health issues) about you unless there is a clear reason for doing so, such as participation in an event where we need this information to ensure we provide appropriate facilities for you. We will ensure that special category personal information is only retained for the length of time required to fulfil the service required.

How we use information

Country Days will only process Personal Information.

- To process any donation we receive from you.
- For administration purposes e.g. to contact you about an event you have registered for or about a donation you have made.
- To provide you with any specific information you have requested.
- To send you regular communications about our activities. This could include asking your help to raise or donate money for our charitable purposes or sponsor an event.

The Legal Basis for this processing is that you have given your consent by completing a form to opt-in to communications. You may change your preferences or opt-out at any time.

Country Days will not sell or exchange your data with any third parties.

Country Days will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Electronic data and databases are stored on computer systems and we will take reasonable technical precautions to control who has access to your information to prevent unauthorized access or disclosure. Hard copy information will be disposed of by shredding and electronic information will be deleted.

Retention of Personal Information

Personal information will be retained for a period of 2 years from the time of last contact with Country Days unless you have asked for your details to be deleted. However, if there is a legal requirement for us to retain your data, we will do so for that purpose e.g. we may need to retain your contact details if you have made a donation for reclaiming Gift Aid.

Your rights in relation to your Personal Information.

- The right to be informed -covered by this Privacy Notice.
- The right to access. You have the right to ask for information about or copies of the information we hold and the way it is used.
- The right to rectification - you may update or amend the information we hold about you if it is incorrect.
- The right to erasure - request the deletion or removal of personal information where there is no compelling reason for its continued processing.
- The right to restrict processing - you can request that we stop any processing if the information we are processing is incorrect.
- The right to lodge a complaint with the Information Commissioner's Office (<http://ico.org.uk>)

Contact

We will only contact you if you have given us your permission to do so unless it is required or authorised by law. We will only use the means of communication you have asked us to use.

Links to other sites

Our website contains a hyperlink to our Facebook page. We are not responsible for the content or functionality of external websites.

Changes to this Privacy Notice

We may amend this Privacy Notice from time to time to ensure that it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Notice will always be posted on our website.