

Tiny Lives Nearly New Sales: Privacy Notice

Introduction

This document sets out our approach to ensuring that the data we process as part of our fundraising for the Tiny Lives Trust is done so in accordance with the law. This privacy notice applies to the data we collect from sellers, volunteers, donors, exhibitors and individuals making enquiries via our website or social media sites and explains why we process data, and how we ensure your privacy is respected in accordance with the law.

Who we are?

Tiny Lives Nearly New Sales is an unincorporated voluntary association which raises money for the Tiny Lives Trust (whose registered charity number is **1150178**). We are managed by a committee of volunteers, including Marina Dodgson (Chair), Ian Miller (Treasurer) and Allyson Miller (Secretary).

What information do we collect?

We collect contact details for people who are interested in participating in our events, or who wish to support us by donating items for use in our fundraising, mainly used baby/toddler items for us to sell in aid of Tiny Lives. The personal data we collect and process is usually a name and standard contact details (email address, mobile phone number, address). Depending on how a person contacts us, we collect this data via email, telephone, a form on our website, social media or via an event booking form. We do not collect sensitive personal data, or financial information, and we do not share information with third parties without express consent.

How do we use personal information?

- For people interested in donating goods for our sales (**donors**), we use contact details to arrange a time for goods to be collected or dropped off.
- For people interested in selling with us (**prospective sellers**) or holding a business stall at one of our events (**prospective exhibitors**), we use contact details to inform them when bookings open for the next event. This is usually a single contact, usually by email.
- For people registered to sell at a particular event (**sellers**), their details are used to provide a sellers reference number, provide essential information about the event, and to create and post a cheque for their proceeds around 3 weeks after the event. If the seller has requested us to do so, we will also use the contact details to inform the seller when bookings open for the next sale.
- For people registered to hold a business stall at one of our events (**exhibitors**), their details are used to provide essential information about the event. If the exhibitor has requested us to do so, we will also use the contact details to inform the seller when bookings open for the next sale.
- For people who have expressed an interest in volunteering with us, or who have volunteered with us in the past (**volunteers**), we will use their contact details to inform them of the next event. This is usually a single contact, usually by email. If a person indicates that they will be available to volunteer at the event, they will also be contacted by email to provide essential information about the event and to confirm the details of their volunteering.

What legal basis do we have for processing your personal data?

All of our data processing is carried out on the grounds of legitimate interest, with the exception of contacting former sellers/exhibitors about future events, which is processed on the basis of consent.

Where our legal basis is legitimate interest, we rely on this because we need to be able to contact people in order to administer their participation in our event, or in order to organise their donation of goods. We need to be able to contact sellers concerning their sellers reference number, with our selling instructions, logistics for the day itself and with their proceeds. We need to be able to contact exhibitors and volunteers about logistics for the events.

Where our legal basis is consent, individuals can contact us at any time to request that their details are removed, or to provide us with alternative contact details.

When do we share personal data?

We treat your personal data confidentially, and information is not shared outside our organising committee without express consent.

Where do we store and process personal data?

All of the data we process is carried out within the EEA.

How do we secure personal data?

We are a volunteer organisation and as such, all data processing is carried out using personal laptops, mobile phones and devices. Files and devices are password protected, and our main databases are stored on Google Drive, and we rely on the Google privacy policy to ensure good practice in respect of the security of this data.

How long do we keep your personal data for?

- Booking forms for our events, and spreadsheets to administer the calculation of sellers proceeds, are retained for 7 years as they form part of our financial record.
- Contact details for donors, or other people making enquiries, will be kept until the enquiry is resolved/donation has been made and any queries dealt with, and for no more than 12 months.
- Our database recording sellers names and sellers reference numbers is kept indefinitely.
- The spreadsheet used to manage participation in each event is retained for 12 months.
- Our register of volunteers is maintained indefinitely, and a volunteer will be removed from this list following 12 months of no contact, or at any time upon their request.

Your rights in relation to personal data

You can exercise your rights in accordance with the GDPR at any time. Individuals who have given their consent to be contacted about future events can request that their details be removed at any time. We will respond to Subject Access Requests in accordance with the law. You may raise any concerns or complaints concerning your data with us at any time, and you also have the right to complain to the Information Commissioner.

How to contact us?

Due to the limited amount of data we process, and the scale of our organisation, we have not appointed a dedicated data processing officer, however any member of the committee team be happy to deal with enquiries relating to data. We can be contacted via our website (www.tinylivesnearlynewsales.org.uk), Facebook page (www.facebook.com/TinyLivesNearlyNew) or by calling 07986 902471.