Annex H – COS Privacy Policy

Charity no. 1198865

Processing Data for Donations and Gift Aid

Our Secretary, Chair, Treasurer, Funding Co-ordinator, Marketing Lead and Business Manager are the primary Data Controllers and processors of Data relating to Donations and Gift Aid. Kindlink are secondary data controllers & processors of this information.

We register our members as donors on a third party online platform called Kindlink (see Annex A-Processing Membership Data for more information). We provide links to use Kindlink as a payment and donation platform for members of the public to make donations. Kindlink is a password protected online database and payment system compliant with HMRC and Data protection requirements. (You can read more about how Kindlink uses your personal information here: https://www.kindlink.com/privacy-policy.html).

If you choose to make a donation through Kindlink you will need to enter your payment details. We do not have access to these as this is managed by Kindlink (see their privacy notice for more details). You will also be asked for contact details and given the option to be contacted by us through Kindlink to update you on our fundraising projects. You can unsubscribe to these emails at any time through a link at the bottom of any email sent.

Kindlink manage giftaid records for eligible donations and will ask for the following data if you choose to register for gift aid when you donate:

- Title
- First name (or first initial) and last name
- House name or number
- Postcode
- Donation date
- Donation amount

This data is shared with HMRC for Gift Aid applications and is kept for 6 years to comply with legal obligations.

When we register members with Kindlink we need to provide the following details in order to comply with HMRC requirements, which are shared from our database -see Annex A: Processing Membership Data for more details:

- Names
- Address
- Date of Birth
- Contact Details
- Gender

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We upload this information securely onto Kindlink and this enables members to make regular donations including any subscriptions through their website and payment system.

We may use **google forms** or **Microsoft forms** to acquire the data mentioned above. Doing this electronically makes processing and collating the data easier and removes the need for paper copies. Data is exported and saved as spreadsheets and these are retained for each purpose as described above. You can read more about google privacy policies here: https://policies.google.com/privacy and Microsoft privacy policies here: https://privacy.microsoft.com/en-gb/privacystatement

You can request your details be removed from the Kindlink database at any time by contacting secretary@colchesteroperaticsociety.co.uk (or direct with Kindlink by contacting dpo@kindlink.com) but this will mean you no longer have access to this system to make payments or donations.

Please note that no personal information is stored or routinely available/accessed outside of the UK or the EEA, although Google and Microsoft maintain servers worldwide.

For further information about your rights in relation to this use of your personal information please see our General Privacy Notice - section 3 of our privacy policy.

To make a complaint about how we use any of this above personal data you can contact us at secretary@colchesteroperaticsociety.co.uk (or for further contact details please see section 3 of our privacy policy), or complete the following Personal Data Complaints Form: COS Personal Data Complaints Form – Fill out form