

# MDG PRIVACY POLICY

## **Aims and Scope of this Policy**

This Privacy Policy explains the types of personal data we may collect about you when you interact with us and how we'll store and handle that data and keep it safe. This Notice is comprehensive and covers all of MDG's activities. The type of data that we process about you will depend on how you interact with us. We hope the following sections will answer any questions you have but if not, please do get in touch with us. For details about your data protection rights please visit [the ICO website](#).

## **What types of personal data do we use, and why?**

### ***Members and supporters***

- Personally identifiable and contact information (e.g., names, addresses, telephone numbers), for staying in touch with you.
- Information relating to your digital identity (e.g., email address and social media username), for staying in touch with you.
- If you are a donor (thank you!) then we will process limited financial information for this purpose.

### ***Volunteers and committee members***

In addition to the above we may also be required to process copies of documents you provide to prove your age or identity where the law requires this (e.g., for DBS checks or for registering your name with the Charity Commission). This will include details of your full name, address, date of birth and facial image. If you provide a passport, the data will also include your place of birth, gender and nationality.

## **When do we collect your personal data?**

- When you complete a form to use or contact us about what we do.
- When you donate to us.
- When you contact us regarding a volunteer opportunity, join our volunteer team or join our committee.

## **Who do we share your personal data with?**

- Outside of MDG we will only share your information unless you explicitly give us permission to do so.
- We conduct our banking with Lloyds Banking Group and use Mail Chimp for mailings.
- You can also ask us to delete any information we have about you, at any time.

## **How do we secure your data?**

Access to your personal data is limited to MDG volunteers, and only shared with those whose access to that data it is necessary to complete their tasks. Financial data is password-protected and accessible by the Treasurer and Chair only.

## **What we ask of you**

- To please give us accurate information.
- To tell us as soon as possible about any changes to your personal information.
- To tell us if you notice mistakes or inaccuracies in information that we have about you.
- To respect other people's privacy rights.

## **Contacting the Regulator**

The Information Commissioner's Office (ICO) is the Data Protection regulator. Its job is to uphold information rights in the public interest. You can visit their website for information: [www.ico.org.uk](http://www.ico.org.uk) (this opens in a new window; please note we cannot be held responsible for the content of external websites)