

## **HARC PRIVACY POLICY**

HARC's commitment to protecting your privacy is paramount, and the following statement describes how HARC collects and uses information about people who use our website.

If you have any queries about this statement, or have a subject access request, please contact us at [harc.sheffield@virgin.net](mailto:harc.sheffield@virgin.net).

### Collecting information

We will collect personal information from you when you complete a registration form to volunteer with us through Voluntary Action Sheffield (VAS). VAS has its own privacy policy and this can be found [here](#). We also collect your data when you send a request to sign up for our newsletter or donate to us.

### Personal information

The types of personal information collected from you might include name, age, email address, postal address, telephone number and, for example, if you have a current first aid qualification or food hygiene certificate.

As part of the registration process for our e-newsletter, we collect your full name and email address. We only use this information to send you our newsletter, and use a third-party provider, MailChimp, to deliver our newsletter. You can read MailChimp's Privacy Policy [here](#).

You can unsubscribe to general mailings at any time, by clicking the unsubscribe link at the bottom of a newsletter, or by emailing us at [harc.sheffield@virgin.net](mailto:harc.sheffield@virgin.net)

### How do we use this information?

Please refer again to the [VAS Privacy Policy](#)

### Personal Detail Protection

We use encryption and a secure server when you donate to us via our website. However, the transmission of information over the internet is never 100% secure so whilst we try to protect your personal information, we cannot guarantee the security of any information that you submit to us.

We also take appropriate measures to ensure that the information we receive is kept secure, accurate and up to date and kept only for as long as is necessary for the purposes for which it is used. All access to our secure server is restricted only to authorised staff.

## Legal Compliance

HARC may need to disclose your information if required to do so by law or in response to a court order or, in exceptional circumstances, where we think someone is at serious risk of being harmed, we may contact the police or a local authority safeguarding team.

## Donations

When you donate to us, we will collect basic payment information, as well as your name, address and email address. This enables us to process donations and administer any one-off or on-going donations you make, and also to claim Gift Aid.

## Consent

By providing us with your personal information you consent to the collection and use of that information for the purposes and in the manner described in this Privacy Policy.

## Data Protection (Rights of Access)

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected.

If you wish to exercise these rights, please contact us [harc.sheffield@virgin.net](mailto:harc.sheffield@virgin.net).

HARC reserves the right to amend this privacy statement. The most up to date version will be always be available on our website so please check from time to time, continuing to use our website you will be deemed to have accepted any changes.

REVIEWED by Julie Roberts November 2023  
Date for next review Nov 2025