

Voices in Exile

Fitzherbert Centre, 36 Upper Bedford Street, Brighton BN2 1JP

DATA PROTECTION PRIVACY NOTICE FOR SUPPORTERS, PARTNERS AND EXTERNAL AGENCIES

Voices in Exile is a registered charity, number 1130363. Our mission is to help asylum seekers, refugees and vulnerable migrants and we can only achieve this with the help of our supporters and partners. We take your privacy seriously and we will deal with any personal information that you give us fairly, lawfully and transparently.

Please read this notice carefully and contact us with any questions or concerns you may have about our privacy practices.

What we need

We may collect basic information relating to our supporters and other correspondents and business contacts contacted in the course of our campaigning work. This information is likely to include your name, address, telephone numbers and email addresses. We will also collect some financial details from supporters in order to process donations.

We collect this information when you register with us, complete a contact form or during the course of doing business with us.

Voices in Exile will be what's known as the 'controller' of the information you provide to us.

How we use your personal information

We use this information to contact you, send marketing and events communications, to inform and contribute to the efficacy of our campaigning work, to comply with our legal obligations and to meet internal audit requirements.

We will, with your consent, retain your basic contact information in order to provide you with relevant updates on developments in the sector or calls to action on our campaign goals via post or email.

We may, with your consent, retain your financial details in order to facilitate any further donations you may wish to make.

We are required by our regulator to keep a list of supporters.

All the personal data we process is processed by our employees in the UK. For the purposes of IT hosting and maintenance, we have a UK-based server for back up.

If you receive marketing communications from us and no longer wish to do so, you may unsubscribe at any time by selecting the link in the email or by emailing us at administrator@voicesinexile.org.

Enabling, advocating, accompanying & supporting those seeking asylum, refugees & those with no recourse to public funds

Company Limited by Guarantee and Registered Charity Number 1130363
OISC reference number: N201800021

The basis on which we use your personal information

We use your personal information on the following basis:

- To comply with legal and regulatory obligations;
- In accordance with any consent you have granted;
- Where we have a legitimate interest in that use.

How long we keep your personal information

Your personal information will be retained in accordance with our data retention policy, which categorises all the information held by us and specifies the appropriate retention period for each category of information. Those periods are based on the requirements of applicable data protection laws and the purpose for which the information is collected and used, taking into account legal and regulatory requirements to retain the information for a minimum period, limitation periods, good practice and our business purposes.

Who we share your personal information with

We may share your personal information with any entity in accordance with any consent you have given us to do so.

We may share your personal information with certain trusted third parties including:

- Our professional advisers and auditors;
- Our IT service providers;
- Third parties involved in hosting or organising events;
- Where necessary, with regulatory authorities.

We do not sell, rent or otherwise make personal information commercially available to any third party, except with your prior consent.

How we protect your personal information

We use a variety of technical and organisational measures to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction consistent with applicable data protection laws.

What are your rights?

You are entitled to request details of the information we hold about you and how we process it. You may also have a right in accordance with applicable data protection law to have it rectified or deleted, to restrict or object to the processing of that information and you may withdraw any consent you have given to us. You may also have the right to lodge a complaint in relation to our processing of your personal information with the Information Commissioner's Office.

If you object to the processing of your personal information, or if you have provided your consent to processing and you later choose to withdraw it, we will respect that choice in accordance with our legal obligations.

Your objection (or withdrawal of any previously given consent) could mean that we are unable to perform the actions necessary to achieve the purposes set out above. Please note that even after you have chosen to withdraw your consent we may be able to continue to process your personal information to the extent required or otherwise permitted by law, in particular in connection with exercising and defending our legal rights or meeting our legal and regulatory obligations.

If you wish to exercise any of the rights set out in this notice please email administrator@voicesinexile.org.