



CRiBS Personal Data Protection Policy

CRiBS takes your privacy seriously. Any information you provide will be held in line with the Data Protection Act 1998.

We know that your privacy is very important to you. We recognise the importance of protecting the privacy of information that we hold.

We aim to be as clear as possible about how and why we use information we hold on you. If your questions are not fully answered by the information below, please contact us for further details.

Compliance with the Data Protection Act 1998 underlies all of our personal information privacy practices.

DATA PROTECTION STATEMENT

CRiBS Charitable Trust (CRiBS) will only use personal data in connection with its charitable purposes. It does not make personal data available to any other organisation or individual for direct marketing purposes.

How we collect information about you

CRiBS does not capture and store any personal information about individuals, except where they choose to give us their personal information.

This could be in connection with becoming a volunteer, staff member, requesting resources, booking into an event, making a donation, or by email.

CRiBS does not receive or hold any credit card details for donations/payments made online. All on-line payments to are handled by JustGiving, Virgin Money or Give.net. Secure Server Software (SSL) is used to encrypt all credit card information sent from these websites.

Why we collect information about you

We will keep information that is necessary for us to provide mailings, other resources and for statistical purposes.

- To provide you with information about our work including related mailings, events, resources, fundraising and any other services.
- To make sure we have an accurate record of all donations received.
- For other legitimate interests, for example we collect information on potential staff so that DBS checks can be made.

Who sees your information

The information we collect will be used exclusively within CRiBS. We do not pass any of your personal information to outside organisations and/or individuals without your express consent or where there is a specific requirement. For instance, to claim Gift Aid we share data which we share with HMRC.

Where such details are provided and where required we have confidentiality agreements in place that restrict the use of your information to the purpose for which it is provided and ensure it is kept no longer than necessary.

It is a condition of the employment of CRiBS staff that they shall not divulge or copy any confidential or commercially sensitive information concerning the business of CRiBS, its supporters, suppliers, clients, and customers.

How long do we keep your information

How long we keep your information depends on the context in which you provided it. As a general rule we will keep the time to the minimum necessary for the purpose.

We will keep records of any financial transactions you enter into with us for a minimum of six years. This will enable us to meet with accounting requirements and respond to any questions from you that arise during that period. Gift Aid forms and transactions must be kept for a minimum of 12 years after the Gift Aid is no longer valid.

Viewing the information we hold about you

You may request details of all the information CRiBS holds about you by submitting a written request to our "Data Protection Officer." Write to: The Data Protection Officer, CRiBS, St Columba's School, Halcot Avenue, Bexleyheath, DA6 7QB. Please include your address and a telephone number or email address to enable us to contact you.