



Privacy Statement

WHO WE ARE

We (or 'us') means Dyscover Ltd, a registered charity (number 1099432). We are a limited company (number 4814618) and our registered address is Leatherhead Court, Woodlands Road, Leatherhead, Surrey, KT22 0BN.

We are registered with the Information Commissioner's Office as a data controller (number Z9350437).

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

This Privacy Policy is updated regularly in line with new legislation.

By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy.

If you have any queries about this Privacy Policy, please contact us at info@dyscover.org.uk or 01737 819419

YOUR PRIVACY

Everyone has rights with regard to the way in which their personal data is handled. During our activities, we will collect, store and process personal data about our Members, suppliers, professional contacts and donors.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the General Data Protection Regulation 2018 (GDPR) and equivalent EU regulations.

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

HOW DO WE COLLECT PERSONAL INFORMATION?

We collect personal information about you when you interact with us for example when you become a Member, contact us, make a donation or become a regular giver.

WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal information we collect about you may include your name, postal address, email address, phone numbers and date of birth. We do not collect “sensitive personal data” about you except essential medical information to be used in an emergency.

HOW DO WE USE PERSONAL INFORMATION?

We use the personal information collected from you for these purposes:

- to keep you informed of Dyscover’s sessions and activities;
- to keep you informed of community and fundraising events;
- to send you newsletters;
- to manage and process your donation(s)

DO WE PROVIDE INFORMATION TO OTHER PARTIES?

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

YOUR CHOICES

You have a choice about whether or not you wish to receive information from Dyscover Ltd. If you do not want to receive any, or specific, communications, then you can select your choices by ticking the relevant boxes on the forms where we collect your information, or you can contact us at info@dyscover.org.uk

GIFT AID

Some donations you make to Dyscover Ltd will be eligible for Gift Aid and we claim Gift Aid on your behalf from HMRC.

For Dyscover Ltd to claim Gift Aid on your donation, you must currently pay Income Tax equal to or more than the amount of tax which will be reclaimed on your donation. The payment of other taxes such as Council Tax and VAT does not qualify.

As part of this process Dyscover Ltd is required to submit your details (including your address) to HMRC, and in asking us to make a Gift Aid claim you are giving us permission to use your personal details in this way.

DATA SECURITY

Dyscover Ltd is committed to keeping your personal information safe and secure and we have security policies and technical measures in place to help protect your information.

We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

All our employees and volunteers who deal with personal data are obliged to comply with our strict information management procedures.

WHERE YOUR DATA IS HELD

Your personal data is held on Dyscover's secure servers. Access to your personal data is password protected and our systems incorporate industry standard anti-virus protection. Our website uses secure 'https' technology.

COOKIES

We do not use cookies on our website, nor do we track users or record the pages visited.

HOW YOU CAN ACCESS AND UPDATE YOUR INFORMATION

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@dyscover.org.uk

You have the right to request a copy of the information we hold about you and we will supply this within one month of your request.

COMPLAINTS

If you are unhappy with our use of your personal data, you have the right to complain to the [Information Commissioner's Office](#) (by telephone 0303 123 1113, or in writing to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF). We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy, or any concerns that the policy has not been followed, should be referred in the first instance to our Chief Executive on 01737 819419 or by emailing info@dyscover.org.uk

Date of last revision: 24 May 2018