



## **Privacy Notice – Supporters**

This notice will explain what personal information we collect from you, how we will collect it and what we will use it for.

### **What information do we collect and why do we collect it?**

We collect information about you when you make a donation to us or when you contact us to receive further information about fundraising activities and events. You will be asked about how you want to receive information, and you can contact us to change your preferences at any time.

If you have requested information we will send you periodic information about our events and fundraising activities plus examples of our work with visually impaired people. If you make a donation, we will record this information in order to thank you for your gift. We may also contact you to find out if we are able to claim Gift Aid on your donation. We will keep a record of your donation for seven years for auditing purposes.

### **How will we collect this information?**

We collect information through electronic forms via our website and online donation platforms. We also collect information on paper forms and in person, for example at events. We may also contact you by telephone to record your preferences for how you want to receive information, or to ask you about Gift Aid.

### **Who will we share it with?**

We will not disclose any information that you provide to anyone else without your permission and it will be stored securely. The only exception to this is that we may be required to share Gift Aid data with HMRC.

On rare occasions, we may be required to disclose your information by law, or where we have good reason to believe

that failing to share the information would put you or someone else at risk.

### **Access to your information**

You have the right to view any information the organisation holds about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **How to contact us**

Please contact us if you have any questions in relation with this notice or the information we hold about you:

Email: [enquiries@sightsupportderbyshire.org.uk](mailto:enquiries@sightsupportderbyshire.org.uk)

Phone: 01332 292262

Post: Sight Support Derbyshire  
Suite2.2-2.10 Litchurch Plaza,  
Litchurch Lane,  
Derby,  
DE24 8AA

### **More information**

You can find a copy of our Data Protection policy on our website: [www.sightsupportderbyshire.org.uk](http://www.sightsupportderbyshire.org.uk)