

**PRIVACY NOTICE**  
**Barnet Borough Sight Impaired (BBSI)**  
Registered Charitable Incorporated Organisation (CIO)  
Number **1174797**

**1. INTRODUCTION**

Barnet Borough Sight Impaired (BBSI) takes your privacy seriously and is committed to protecting and keeping your data secure.

This privacy statement sets out how we process and safeguard your personal data.

**2. ABOUT US**

BBSI is a membership-based charity which exists to support people with partial or severe sight loss in the London Borough of Barnet and surrounding areas. We hold monthly social meetings, organise events (such as our annual quiz supper), and arrange outings for our members. And we liaise with a wide variety of relevant individuals and organisations, nationally and locally, in connection with our members' interests, concerns and wellbeing. Further information is available at [www.barnetbsi.org.uk](http://www.barnetbsi.org.uk)

**3. CONTACTING US**

Our registered address is: Flightways, The Concourse, Grahame Park Estate, Colindale, London NW9 5UX

You can contact us by:

- **POST** at the address shown above (the office is normally staffed on Wednesday mornings only – please call to check if you intend to visit)
- **PHONE** on 020 8200 5462 (please leave a message and we will get back to you)
- **EMAIL** at [barnetbsi@yahoo.co.uk](mailto:barnetbsi@yahoo.co.uk)

#### **4. INFORMATION WE MAY COLLECT ABOUT YOU**

Depending on your relationship with us (member, volunteer, supporter/donor, professional associate, service provider, guest speaker) we may collect some or all of the following personal and non-personal data when you enquire about or sign up for membership, contact us about becoming a volunteer, supporter/donor, service provider, associate or speaker.

- ✓ Name
- ✓ Address
- ✓ Email address
- ✓ Telephone number
- ✓ Gender
- ✓ Date of Birth
- ✓ Sight Impairment & Eye Health Conditions
- ✓ Interests
- ✓ Marketing & Communication Preferences
- ✓ Gift Aid Donation
- ✓ IP address
- ✓ web browser type and version
- ✓ operating system

Our membership is not aimed at children.

#### **5. INFORMATION WE RECEIVE FROM THIRD PARTIES**

We may be asked to contact you by another organisation, where you have asked them to liaise with us on your behalf.

We also receive references for potential volunteers.

#### **6. HOW WE USE YOUR INFORMATION**

Our use of your personal data will always have a lawful basis, as defined by the General Data Protection Regulation (GDPR). We set out below the lawful basis (or bases) for our activities.

<b>PURPOSE</b>	<b>LAWFUL BASIS FOR PROCESSING</b>
To process membership applications and subscriptions To deliver member benefits	Contractual Obligation
To keep our members informed of our activities and provide access to our services	Our Legitimate Interests, which we have balanced with the interests of our members
To record members' sight impairment & eye health conditions for the purpose of tailoring our information and activities to the needs of members, and to help gauge our requirement for volunteers	Our Legitimate Interests, which we have balanced with the interests of our members, and Consent under Special Category data, Article 9 (2) (a)
To record members' interests for the purpose of tailoring our information and activities accordingly	Our Legitimate Interests, which we have balanced with the interests of our members
To maintain records of prospective and current members, volunteers, supporters/donors, suppliers, professional associates, speakers	Our Legitimate Interests, which we have balanced with the interests of prospective and current members, volunteers, supporters/donors, suppliers, professional associates, speakers
To send members and non-members the newsletter by email	Consent
To alert members to special events and outings by telephone and/or email	Consent
To process Gift Aid donations	Legal obligation
To send postal invitations to fundraising events to members and non-members	Our Legitimate Interests, which we have balanced with the interests of our members and non-members

To send email invitations to fundraising events to members and non-members	Consent
To conduct member surveys (by post)	Our Legitimate Interests, which we have balanced with the interests of our members
To contact donors by post	Our Legitimate Interests, which we have balanced with the interests of prospective donors
To contact donors by email	Consent

## **7. SHARING YOUR PERSONAL INFORMATION**

We do not share, sell, or otherwise make available, your personal information to any third parties.

We currently do not use any data processors – if this should change we will inform you accordingly. We store and process your personal data at our registered offices.

## **8. HOW WE KEEP YOUR DATA SAFE AND SECURE**

- We minimise the amount of personal information we hold about you
- We use appropriate technological and operational security measures to protect your information against any unauthorised access or unlawful use
- We have appropriate measures in place for the physical security of our offices
- All equipment and devices are password protected
- Access to all personal data is limited to a small number of volunteers who are fully conversant with all aspects of data protection and data security.

## **9. DATA RETENTION**

We hold your data for as long as necessary for the reason(s) for which it was first collected, and thereafter (where applicable) for as long as reasonably necessary to fulfil any regulatory/legal requirements. Gift Aid declarations, for example, will need to be retained for six years for audit purposes.

When you stop being a member (or in the case of non-members who no longer wish to maintain contact) your details are immediately removed from our database and paper filing systems; our annual 'spring clean', in conjunction with our renewals and update process, ensures that all lapsed memberships and dormant non-member records are also removed.

Membership data will be retained in aggregated form for statistical purposes and as such is completely anonymised.

We may also maintain a suppression list of email addresses of individuals who no longer wish to be contacted by us for marketing purposes. In order for us to be able to comply with these 'no contact' requests we need to store this information permanently.

## **10. INTERNATIONAL TRANSFERS OF YOUR INFORMATION**

We do not process, store or transfer any of your data outside the UK.

## **11. YOUR RIGHTS**

As a data subject, you have the following rights:

- To access, correct, update or request deletion of your data;
- To object to processing of your personal information, ask us to restrict processing of your personal information or request portability of your personal information;
- To withdraw consent for processing your personal data.

If you wish to contact us in connection with any of the above, or if you have any concerns about how we process your personal data, please contact our Data Protection Officer Nigel Vandyk on 020 8200 5462 or email him at [barnetbsi@yahoo.co.uk](mailto:barnetbsi@yahoo.co.uk)

If you are not satisfied with the way in which we have handled your personal data you have the right to contact the Information Commissioner's Office (ICO).

## **12. WEBSITE**

We maintain an information-only website. We do not use Cookies and we do not collect any personal data via the site.

Where we show links to other websites these are subject to their own Terms & Conditions and Privacy Notices, for which we are not responsible.

## **13. CHANGES TO THIS PRIVACY NOTICE**

Any changes to this Privacy Notice will be posted on our website at [www.barnetbsi.org.uk](http://www.barnetbsi.org.uk)

**Last Updated: May 2018**