

## **Southampton Sight Privacy Policy**

Southampton Sight is committed to protecting the privacy of everyone who uses our services: as members (service users or volunteers) or employees, as well as that of anyone who supports our work through fundraising or lottery activities. This policy explains what personal data we collect and process, how we collect it, whom we share it with, and why we do so. It also explains the steps we take to keep data secure. If you have any questions about this privacy policy or our privacy and data processing in general, please contact our Data Protection Officer

**Email** [support@southamptonstight.org.uk](mailto:support@southamptonstight.org.uk)

**Telephone** 02380769882

or write to us at

Southampton Sight  
3a Bassett Avenue  
Bassett  
Southampton  
SO16 7DP

### **What is personal data?**

By personal data we mean any information that might allow you to be identified, such as your name, address, date of birth, credit card details, I.P. address, photo or video image or voice recording.

### **Who are we?**

We are Southampton Society for the Blind (working name Southampton Sight) Charity no 255718, a charity that supports people living with sight loss in Southampton and the surrounding areas.

Our registered office address is:  
3a Bassett Avenue, Bassett, Southampton SO16 7DP

### **How do we collect personal data from you?**

We may collect personal information about you when you use our services, take part in one of our fundraising events or challenges, make a donation, play our lottery or raffles, apply to work or volunteer with us or use our website. If you are referred to one of our services, we will collect data from you and may also receive it from other providers. Our current lawful basis for collecting personal information is contained within Schedules 2 and 3 to the Data Protection Act (1998).

### **What type of information is collected about you?**

#### ***If you are a service user***

If you use our services we will need to collect information such as your name, age, address, gender, and possibly sensitive personal information concerning your health and wellbeing and ethnic origin. In order to provide complete care, we may also collect some information about family members. We may also receive data about our service users from other service providers.

#### ***Fundraising and playing our lottery***

The personal information we collect about you for the purposes of our fundraising and lottery activities might include your name, address, email, phone number, date of birth, photo or video image and financial information such as credit card details.

#### ***Volunteering with us***

If you volunteer with us we will collect your name and contact details.

### ***Working for us***

If you apply for or take a job with us, we will store your contact information, bank details, and keep records of your employment history.

### ***Using our website***

If you use our website, we may store data about your internet browser, I.P. address, the timings of your visits, and a record of which pages you looked at.

### **Use of 'cookies'**

Like many other websites, the Southampton Sight website uses 'cookies'. Cookies are small files stored on your computer that allow websites to recognise you when you visit. They store data about your browsing history but will not identify you as an individual. This helps us to improve our website and deliver a better, more personalised service.

You can switch off cookies in your browser preferences but doing so may result in a loss of functionality when using our website. To see how we use cookies, and what they are, please see our Cookies Policy page. This page also includes instructions on how to disable cookies if you don't want them to be used.

By using our website and services you agree to be bound by the terms of this Policy.

### **Links to other websites**

The Southampton Sight website may include links to other sites, not owned or managed by us. We cannot be held responsible for the privacy of information collected by websites not managed by us.

## **How we use your information**

We may use your information for any of the following purposes, depending on our relationship with you.

For our fundraising and lottery services, we may collect data in order to provide you with products and services, process a donation you have made, to send you newsletters and other communications about our work or to allow you to take part in events.

We always seek to ensure that any research is done in a way that does not unreasonably or unexpectedly intrude on an individual's privacy. We also endeavor to make sure that, in accordance with fair and lawful processing requirements under current legislation, individuals are made aware at the earliest reasonable opportunity of the purposes for which we may collect and process their personal data.

We respect your rights of privacy and are happy to provide further information about any details that we may hold about you, in accordance with your data subject access rights under current legislation.

In accordance with your data subject access rights, you may also at any time request that we update, correct or delete any information that we may hold about you, and/or ask that we no longer use it for direct marketing or fundraising purposes.

## **Accessing and updating your information**

We care about the accuracy of the information we hold about you. If you believe any information about you is incorrect or out of date, please contact us.

Telephone 023 8076 9882 or email  
[support@southamptonsight.org.uk](mailto:support@southamptonsight.org.uk)

We collect personal data about job applicants and employees for administrative purposes and in order to comply with employment and safeguarding legislation, such as referrals to the Disclosure and Barring Service.

We collect personal data from our volunteers for administrative purposes and to comply with safeguarding legislation, such as referrals to the Disclosure and Barring Service.

We also collect and store it for the purposes of audit, quality control, and incident reporting.

### **Who has access to your information?**

We will never sell or swap your details with third parties. We may share data you provide with trusted third parties, sub-contractors, our regulators, and with law enforcement authorities. We may share member's data with other service providers with the member's consent. We may sometimes also be legally required to share it with local authorities.

### **Your consent is important**

We collect data for direct marketing communications only with your explicit, written, consent, which you may withdraw at any time. Similarly, we will ask you to tell us by which method, e.g. telephone, post or email, you would like us to contact you. We will enable you to record your preferences using a standard tick-box based form, an amended copy of which can be filled out at any time.

On correspondence requesting consent from you, we will ask what types of communication you would like. Please see below further details of what you might expect to receive for each type of communication:

#### *Appeals and fundraising*

- Requests for financial support through mailings, such as for legacy appeals.

- Updates on new and existing fundraising initiatives.

#### *Lottery and Raffles*

- Information regarding our 200 Club (lottery).
- Raffle tickets for the Society raffles.

#### *Events and Challenges*

- Information on a selection of organised events, e.g. Dine in the Dark, Quiz nights, Summer Fete.
- Information on places in challenge events, e.g. the London Marathon, Southampton Half-marathon, bespoke walks and bike rides.

#### *Volunteering opportunities*

- Volunteering information, including current vacancies.

#### *Information about our services*

- Information about various services, both existing and new developments.

#### *News and publications*

- Newsletter mailings i.e. monthly bulletin, information days.
- Training Days, new resources and equipment

## **Security**

At Southampton Sight we take your security and privacy seriously. When we collect your personal information, we use a variety of technical processes to prevent unauthorised access, including firewalls, digital surveillance, and encryption.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

## **If you're 16 or under**

In some circumstances we may need to know if you are aged 16 or under and may refuse certain services, products or events unless we have your parent/guardian's permission.

## **Children's data**

Some of the services we offer are aimed specifically at children and young people and to deliver these services safely it is necessary for Southampton Sight to collect data and store it on our database. Before we collect data from anyone under 18 we will always ask them to:

- obtain the permission of a parent or guardian before registering with Southampton Sight, and
- let an adult know before they use our sites to obtain information about fundraising, campaigning or services

## **Your right to lodge a complaint with a supervisory authority**

If you believe that we have breached your privacy in any way, we urge you in the first instance to contact our Data Protection Officer. If you remain unsatisfied, you have the right to lodge a complaint with the Information Commissioner's Office at the address below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate)  
01625 545 745 (national rate)  
<https://ico.org.uk/global/contact-us/email/>

## **Changes to this policy**

We may amend our privacy policy from time to time, so please check back every so often for updates.

**This policy was last updated November 2017.**