

## Privacy Notice

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THE FUN WALK TRUST Privacy Notice provides information on how THE FUN WALK TRUST and any of its representatives and any 3rd-party providers collect, use, secure, transfer and share your information.

THE FUN WALK TRUST is a registered Charity (Registered Charity number: 1151626). The day to day administration of the Fun Walk is contracted to Basildon, Billericay & Wickford Council for Voluntary Service (BBWCVS).

Address: The George Hurd Centre, Audley Way, Basildon, Essex, SS14 2FL.

It organises an annual Fun Walk and takes care of all the paperwork, leaving participating charities and good causes free to focus on raising sponsorship money and enjoying the day.

### 1 Types of Information Collected.

1. First Name	2. Middle Name(s)	3. Surname	4. Address
5. Phone / Mobile Numbers	6. Email Address	7. Passport Details	8. Charity or Cause Details
9. Purpose of Fund Raising	10. Bank Account Details	11. Photographs	12. Cookies
13. IP Address			

#### 1.1 Methods of Collection

In the general conduct of business, THE FUN WALK TRUST collects information relevant to the services being sought from:

- yourself
- your charity or good cause
- colleagues
- employer
- family member / friends

Such information will generally be collected directly via the use of any of our standard forms, over the internet, via email, in our office or through a telephone conversation with you.

In addition, you may choose to submit information directly to us via several methods, including:

- through THE FUN WALK TRUST's website
- in response to marketing or other communications
- through social media
- by signing up for THE FUN WALK TRUST service
- through participation in an offer, program or promotion
- in connection with an actual or potential business or employment relationship with us

You may also agree to third parties disclosing information about you to us that those third parties have collected.

We, our service providers and partners collect certain information by using automated means, such as cookies, when you interact with our advertisements, or visit our websites, pages or other digital assets. The information we collect in this manner may include: IP address, browser type, operating system, referring URLs and information on actions taken or interaction with our digital assets.

We may use third-party web analytics services on our website. The analytics providers that administer these services use technologies such as cookies to help us analyse how visitors use our website.

"Your Rights and Choices" section of this Privacy Notice specifies your ability, to opt out or limit the usage of the information collected.

## 1.2 Purposes of Collection

Generally, we will collect, use and hold your information for the purposes of:

- Assessing applications for, and providing THE FUN WALK TRUST services
- Conducting business, developing relationships with THE FUN WALK TRUST
- Process payments / transactions including: Accounting, Authorisation, Clearing, Chargebacks, Auditing, Billing, Reconciliation, Collection, Complaints, Enquiries, and related dispute resolution activities.
- Protect against and prevent fraud, unauthorised transactions, money laundering (please see below), tax evasion, claims, other liabilities and manage risk exposure and integrity, compliance and security of business processes
- Create and manage any accounts, associated authentication criteria (id's and passwords) you may have with THE FUN WALK TRUST.
- Provide, administer and communicate with you about THE FUN WALK TRUST services, offers, programs and promotions, their issuers, acquirers, retailers and partners.
- Compile business directories, including business contact information
- Operate, monitor, evaluate and improve our services, websites, and business.
  - Developing new products and services
  - Managing communications, assess effectiveness and optimisation of advertising
  - Functionality of our websites, applications and other digital assets
- Enforce THE FUN WALK TRUST "Terms of Use", other legal rights as may be required by applicable laws and regulations or requested by any judicial process or governmental agency having or claiming jurisdiction over THE FUN WALK TRUST or its affiliates.
- Comply with industry standards and THE FUN WALK TRUST policies.

### **Anti-Money Laundering**

In addition to help you with a property related service we have to comply with certain regulations for example the "Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (referred to as "the Regulations)." THE FUN WALK TRUST is required to obtain certain information from you to comply with regulations. The information provided will only be used by THE FUN WALK TRUST in relation to complying with the Regulations and will not be shared with any other party unless we are required to do so under law.

## 1.3 Lawful basis of processing

THE FUN WALK TRUST processes your information under the following:

- Contractual necessity: where you enter into a contract with, or via THE FUN WALK TRUST and we need to process your information as part of this contract.
- Compliance with legal obligation:
- Legitimate interests: some information is processed by THE FUN WALK TRUST as part of its legitimate interests which include: Fraud, risk assessment, due diligence, network and information security, suppressions and managing opting out of communications, direct marketing, monitoring, web analytics, cloud storage, acquisitions, updating customer details, lettings, sales, financial services and other core products and service.
- Public interest: some information is processed in accordance with public interest such as providing your details to public authorities
- Consent: where we process information under consent we will seek your clear and unambiguous consent prior to processing your data

## 2 Information We Share

We do not sell or disclose personal information we collect about you, except as described in this Privacy Notice or as indicated via the consent process at the time the data is collected. We share the information we collect with, but not limited to:

- Vetted affiliates and partners / Financial Institutions / Insurance Companies for business facilitation to provide required services, such as insurance cover etc.
- Contracted service providers to perform services on our behalf:
  - Basildon, Billericay and Wickford CVS who is contracted to organise The Fun Walk
  - Hosting Datacentres, Infrastructure, Applications (Development / Support), Cloud Services (Software as a Service - SaaS, Platform as a Service - PaaS, Infrastructure as a Service - IaaS), Helpdesk, Call Centres etc. These include:
    - ✦ YNH.com to host our website. We use standard YNH and Google Analytics services to collect anonymous information about users' activity on the site.
    - ✦ Microsoft Outlook.Com ("Hotmail") which uses Transport Layer Security (TLS) to encrypt and protect email traffic. However, if your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.
    - ✦ Facebook / Twitter / Instagram for advertising properties. We selected certain demographics to determine the audience we want to target. This data is native to the sites - no third party or imported data is used.
    - ✦ Microsoft OneDrive, and Apple iCloud for data back-ups, which secure your information by encrypting data when it's in transit and store it in an encrypted format.

These service providers safeguard the privacy and security of personal information they process on our behalf and we authorise them to use or disclose the information only as necessary to perform services on our behalf or comply with legal requirements

- Local Government
- Media Contacts including TV, Radio and Newspapers
- Accountancy & Law firms.
- THE FUN WALK TRUST current & potential Bonus Pot sponsors.
- Additionally, we may share information about you, if required legally, to prevent harm or financial / reputation loss, for investigation of suspected or actual fraudulent or illegal activities.

On our website, features can be accessed where we partner with other entities that are not affiliated with THE FUN WALK TRUST. These include social networking, geo-location tools etc. are operated by third parties (indicated appropriately) who may use or share personal information in accordance with their own privacy policies. It is recommended that you review the third parties' privacy policies if you use the relevant features.

THE FUN WALK TRUST reserves the right to transfer your information in the event of a transfer (wholly or partially) of our business or assets, with reasonable efforts for the acquirer to protect / use your information consistent with our Privacy Notice. You can exercise your rights to contact the acquiring entity with questions concerning the protection and processing of your information.

## 2.1 How long do we keep your information?

We will keep information for a reasonable amount of time in order to perform the purposes listed above.

We only keep your information for as long as necessary. We generally keep personal information for 7 years after last contact with you. However, THE FUN WALK TRUST reserves the right to keep information for longer if we feel that this is in the legitimate interests of THE FUN WALK TRUST.

## 2.2 International Data Transfers

THE FUN WALK TRUST may transfer the personal information collected about you to recipients (e.g. Sponsors) in countries other than the country in which the information was originally collected. Those countries may not have the same data protection laws as the country in which you initially provided the information. When we transfer your information to other countries, we will protect that information as described in this Privacy Notice or as otherwise disclosed to you at the time the data is collected.

Generally, we use email to send this data. We use Transport Layer Security (TLS) to encrypt and protect email traffic. However, if the recipient's email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

## 2.3 Your Rights and Choices

Your rights regarding the sensitive / personal information we maintain about you enable you to exercise choices about what personal information we collect from you, how we use that information, and how we communicate with you.

## 2.4 Access and Correction

You may have the right to:

- obtain confirmation that we hold personal information about you
- request access to and receive information about the personal information we maintain about you
- receive copies of the personal information we maintain about you

If you wish to confirm whether your data is being used or processed by THE FUN WALK TRUST and/or obtain access to information we hold on you, please email us at [funwalk@hotmail.co.uk](mailto:funwalk@hotmail.co.uk).

The right to access personal information may be limited in some circumstances by local law requirements.

## 2.5 Update and correct inaccuracies in your personal information

If you feel that the information we hold about you is incorrect or inaccurate you can contact us outlining the information you feel is incorrect or inaccurate.

If we refuse to correct your personal information, we will provide you with a written notice that sets out the reasons for our refusal (unless it would be unreasonable to provide those reasons) and provide you with a statement regarding the mechanisms available to you to make a complaint. We will provide you with access to information we hold about you:

## 2.6 Object to the processing of your personal information

If you would like to object to any processing of your information by THE FUN WALK TRUST you can contact us outlining what processing of information you would like to object to.

## 2.7 Have the information blocked, anonymised or deleted

If you would like THE FUN WALK TRUST to delete, block or anonymise information we hold about you, you can contact us outlining what information you would like deleted, blocked or anonymised.

To update your preferences, ask us to remove your information from our mailing lists or submit a request to access, update, correct or delete your personal information, please contact us as specified in the "How to Contact Us" section below.

## 2.8 Opting out of processing

You can at any time tell us not to send you marketing communications by:

- Sending an email to [funwalk@hotmail.co.uk](mailto:funwalk@hotmail.co.uk)
- contacting THE FUN WALK TRUST as indicated below.

## 2.9 Withdrawal of consent

If we obtain your information by consent you have the right to withdraw any consent you previously provided to us.

If we process your information under legitimate interest you can object at any time on legitimate grounds, to the processing of your personal information.

**THE FUN WALK TRUST will apply your preferences going forward.** Doing so will mean that you cannot take advantage of certain THE FUN WALK TRUST and affiliate products, services and promotions.

The right to consent removal may be limited in some circumstances by local law, legitimate business purposes or contractual requirements and you will be informed appropriately.

# 3 How to Contact Us / Complaints and Feedback

If you:

- have a complaint about a breach of your personal information, applicable privacy laws / principles or a concern about THE FUN WALK TRUST privacy practices

- would like access and/or update information or preferences you provided to us,

You may e-mail us at:

[funwalk@hotmail.co.uk](mailto:funwalk@hotmail.co.uk)

Or write to us at:

THE FUN WALK TRUST,  
The George Hurd Centre,  
Audley Way,  
Basildon, Essex,  
SS14 2FL.

If we fall short of your expectations in processing your personal information or you wish to make a complaint about our privacy practices, please contact us via the details above.

To assist us in responding to your request, please give full details of the issue. We attempt to review and respond to all complaints within a reasonable time.

If we cannot for lawful reasons complete your request we will explain this to you to the extent that we lawfully can.

### 3.1 How We Protect Personal Information

The security of your personal information is very important and THE FUN WALK TRUST is committed to protecting the information we collect. We maintain administrative, technical and physical safeguards designed to protect the personal information you provide or we collect against accidental, unlawful or unauthorised destruction, loss, alteration, access, disclosure or use.

THE FUN WALK TRUST stores personal information only for as long as it is necessary for the fulfilment of the purpose for which the personal information was collected, unless otherwise required or authorised by applicable law. We take measures to destroy or permanently de-identify personal information if required by law or if the personal information is no longer required for the purpose for which we collected it.

## 4 Updating this privacy statement

We will update this statement from time to time so we suggest that you review this statement at regular intervals. Where we undergo substantial changes to our privacy statement, we will endeavour to inform you directly about these changes.

Date of Issue: 8<sup>th</sup> July 2020