

## ***Made a Mark Privacy Notice: Individuals/organisations requesting memory boxes/resources or ordering from our shop***

It is important to us that you understand and are happy with how we use your information.

**Please take time to read this Privacy Notice in full.**

### ***Data Subjects***

are people like you, who request support in the form of memory boxes/resources or to purchase items from our online shop

### ***What we do with your personal data?***

We use your personal data only to enable us to liaise with you about your request for support, deliver the memory boxes and resources to you and to keep you informed about the progress of your request. We use courier/postal services to deliver memory boxes who will need to be informed of personal data that you have shared, only in so much as is needed to facilitate safe delivery of the memory boxes.

We can do this because we have a legitimate interest in knowing who is requesting support and to facilitate delivery of this support.

When you purchase items from the shop we use personal data supplied only to enable delivery of these items to you.

Additional optional information we only keep and use with your consent.

### ***Your right to withdraw consent at any time***

You can tell us that you no longer wish us to use your data in this way and, if you do, we must stop using it as soon as is reasonably practical

### ***Your right to require the erasure of your data (right to be forgotten)***

If you no longer wish us to have or use your data you can tell us to remove your data completely from our records and we must do so as soon as is reasonably practical

### ***Who gets to see your personal data?***

We only share your personal data with other people when it is necessary to do so in order for us to run our activities efficiently and in the way that you would like. We use a courier/postal services to delivery memory boxes who will need to be informed of personal data only in so much as is needed to facilitate safe delivery of the memory boxes.

We do not share your data with anyone else.

### ***How long do we keep your personal data?***

We only keep your personal data while we are supplying you with charity resources or when you place an order in the online shop. We will delete your data 7 days after we have fulfilled your memory box request or order to enable time for delivery.

### ***We do not transfer your personal data to other countries***

### ***The existence of each of your rights***

Under the General Data Protection Regulation you have the following rights:

- to be told about what data we have, how and what we use it for, and who - we share it with (as we are doing in this Privacy Notice);
- to be given access to your personal data;
- to have any errors corrected or incomplete data completed;

-to stop us using your data if you think our use is unjustified or the data are inaccurate.

***Your legal obligation***

You are under no legal obligation to give us your personal data if you do not wish to.

***The existence of automated decision making, including profiling***

The Charity does not use computers to analyse your data in order to make computer decisions about what communications the charity should, or should not, send to you.

***The right to complain to the UK Information Commissioner's Office:***

if you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission.

***Identity and contact details of the controller.***

The Charity's Data Controller is the Board of Trustees of Made a Mark

The Controller can be contacted via: Made a Mark, 5 Down Leaze, Alveston, Bristol, BS35 3NQ

E-mail: [madeamarkcharity@yahoo.com](mailto:madeamarkcharity@yahoo.com)