



## PRIVACY NOTICE

**Data controller:** Peacemakers (which is the working name of the West Midlands Quaker Peace Education Project, which is a project of the Central England Quaker Area Meeting Charities)

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Peacemakers is a branch of Central England Area Quaker Meeting (registered charity 224571).

### Scope

Peacemakers is a charity that works mostly with schools. As such, we work with the staff in those schools, the children who attend the schools and, on occasion, the parents and families of those children. We record, process and keep personal information in line with Article 6 of the Data Protection Regulation (GDPR, May 2018): 'the rights of data subjects'.

This Privacy Statement was established by Peacemakers with regards to how we use personal information gathered during our project delivery, recruitment and all electronic media. It applies whenever you and Peacemakers interact if there is a possibility that, during such interaction, we may acquire certain information about you.

### Principles

Peacemakers values the relationship we have with you. We want to be clear about how we will ask for your personal information; what will do with it; how long we will keep it for; what you can do if you think we are being unfair or if you want to withdraw your consent.

Peacemakers is committed to protecting your privacy. We will make every effort to ensure that our staff use and treat personal information lawfully and correctly. To this end we accept and will abide by the principles of data protection as set out in the UK Data Protection Act 1998 (the 'Act'). As of May 2018, we will make sure our procedures are compliant with the General Data Protection Regulations (GDPR).

In particular we will:

- Observe the conditions in the Act regarding the fair collection and use of personal information.
- Collect and process personal information only to the extent that it is needed to do the work we do or to comply with any legal requirement.
- Ensure the accuracy of any personal information kept by us.
- Take appropriate technical and organisational security measures to safeguard personal information.

## What information do we collect?

The way in which you interact with us as an organisation will affect what data we hold about you. This could include:

- Information about a school we are working in including staff names, roles and email addresses, school bank details, children's names, and safeguarding information.
- Photographs of the school site, staff, children (and on occasion, their families) taking part in a Peacemakers' workshop or event.
- Film of the school site: staff, children and their families taking part in a Peacemakers' workshop or event.
- Participants' names and contact details (we may require additional information depending on the project).
- Employees', freelancers' and volunteers' date of birth, national insurance number, payment details, Disclosure and Barring Service (DBS) information.
- Job applicants' details might be kept for future reference.
- Donor names, contact and bank details.
- Cookies, such as for Google Analytics.
- Any personal information you enter when visiting our website.

The above list is non-exhaustive. All this information is stored securely in accordance with the Act.

## How will we collect the information?

We will have collected your information using one or more of the following lawful processes:

**Consent** - you will have given clear consent for us to use and process your data for one or more specific purposes.

**A contract** - the processing of your data is necessary as we have a contract together or are entering into a contract together.

**A legal obligation** - the collecting and processing of your data is necessary for us to comply with legal obligations.

**A legitimate interest** – we will collect and process your data so that we can share with you information you might be interested in such as our newsletter or a job opportunity or an issue related to education, peace, or social justice. We will never pass on or sell your personal information on to someone else. We will refrain from sending you lots of information and if you don't want to get this information from us anymore, tell us and we will stop.

## Mailing lists

As part of the registration process for our email newsletter, we collect personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses. We use an email service provider, CiviCRM, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see CiviCRM's privacy notice [Privacy Policy | CiviCRM](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing [office@peacemakers.org.uk](mailto:office@peacemakers.org.uk)

## Website

Any forms you fill out when you visit our websites (when you buy a copy of our book or sign up to our newsletter for example) will be stored securely on the website. All personal information is deleted periodically.

### **Cookies**

Our websites use cookies to collect information. This includes information about browsing and purchasing behaviour by people who access our websites. This also includes information about pages viewed, products purchased and the customer journey around our websites. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. Detailed information is set out in our Cookie Information on our website.

### **Google Analytics**

When someone visits [www.peacemakers.org.uk](http://www.peacemakers.org.uk) we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### **How do we use the information we collect?**

We will only ever use the information for the purpose you expressly gave us the data for. If this is for marketing purposes, we will add you to our mailing list and contact you at regular intervals (usually 3 times a year) to inform you of our activities. If you are a member of staff in a school, we will use it to contact and inform you about our work in school. If we send you our newsletter or marketing emails, you can unsubscribe from these at any point.

After we have carried out a piece of work in school, we write a report evaluating the work. This report may contain pictures of the school, pictures of children's work and information about the sessions. The school staff are often named. No child will be named or have their photographs included in the report. If a child is referred to, their name is changed (they are made anonymous). This means we are protecting their personal data. The evaluation report is shared with the school, internally within Peacemakers, the Management Committee at Peacemakers and occasionally with funders.

All information will be securely kept in compliance with the Act. Under GDPR we are required to make sure the information we keep about you is accurate and up to date. You have the right to access personal data about yourself (and the children you care for if you are a parent) and we will share this information with you on request.

### **Children**

Parts of Peacemakers' work is with children. Any personal information we do gather about children and young people will be done so only with the consent of a parent or guardian. We do not send unsolicited emails to people who we know to be under 16. All our privacy procedures are compliant with safeguarding protocol.

### **When do we share your information?**

We will never sell your personal information to others. We will never share your email address or telephone number without your express permission.

Any third parties who access your data while providing services on our behalf (for example, credit card processing) are subject to strict contractual restrictions to ensure that your data is protected, and in compliance with applicable data protection/privacy legislation.

We currently use several third-party online services that handle personal data, either as part of our Peacemakers' website or accessed via a link. These include:

- CAF Donate
- PayPal
- X/Twitter
- Facebook

Please refer to the privacy policy of each service to learn how they handle your data.

Please note that we reserve the right to access and disclose personal data to comply with applicable laws and lawful government requests and to protect both ourselves and our users.

We may share data which has been anonymised with our project partners and occasionally with funders.

### **How long are your personal details retained?**

We will maintain records and personal contact information for as long as there is a reasonable likelihood of you using a Peacemakers' service. Every four years, we review electronic records of schools, participants and ex-donors. Records will be deleted if they are no longer required for business use. Unless, following a check, we are given permission to keep them or need to keep them for legal or contractual reasons.

**Online deletion** – records and personal contact information held on our secure computer system is reviewed every four years. Pictures and photographs of people including child/ren are reviewed for appropriateness every 10 years. Those not deemed appropriate will be deleted.

**Paper copies** – paper copies of personal details are not kept. Any that are printed for any reason are destroyed as soon as practicable.

### **Making a complaint**

In the first instance please get in touch with us using the contact address above. We want to know why you are unhappy so we can put it right.

If you feel your concern has not been adequately addressed by us, please contact the Information Commissioner's Office <https://ico.org.uk/concerns/>