



## Privacy Notice for Supporters, Donors and Website Users – A Quick Guide

### Introduction

This privacy notice gives a summary of how and why MacIntyre (“we”) process personal information (“data”) about you and your rights in relation to that information. This notice applies to people who support us through fundraising or publicity activities or use our website. For detailed information on exactly what we will do with information collected on our website or through our fundraising and publicity activities, see our ‘Privacy Notice for supporters, donors and website users – The Detail’

At MacIntyre, we are committed to protecting any personal and/or private information that you share with. It is important that you know when, why and how we do this.

This privacy notice explains:

- What types of personal information we collect
- How we will use that information
- How long we keep that information
- How we store your information
- How and when we share your information with others
- How you can access and update your information
- How you can change or stop us communicating with you.

### Do you have any questions or feedback about this notice?

If you have any questions or feedback about this notice, please let us know by emailing [data.protection@macintyrecharity.org](mailto:data.protection@macintyrecharity.org) or calling 01908 230100.

We also recommend that you read our [Cookie Policy](#). You can find out more about your rights relating to your personal information on the [Information Commissioner's Office website](#).

### Why do we need to collect personal data?

MacIntyre exists to provide children, young people and adults with learning disabilities and autism to live a life that makes sense to them. To do this, we need to be able to communicate effectively with you. Collecting your data helps us do this as well as we can.

You can ask us to change the way we communicate with you at any time by [contacting us](#).

### Who are we?

We are MacIntyre. We provide education, support and care to enable people with learning disabilities and autism to live a life that makes sense to them. In this notice, ‘MacIntyre’, ‘we’, ‘us’ or ‘our’ refers to MacIntyre.

- We are a company registered in England and Wales: Number 894054
- We are a registered charity in England and Wales: Number 250840
- We are registered as a data controller with the Information Commissioner’s Office: Registration Number Z6791722



## What is personal information?

Personal information is any information that may be used to identify you. This could be your name, postal and email addresses, telephone number and / or your bank details if you are donating to us.

## How do we collect personal information?

We collect this information when you do things like:

- Register for our newsletters and updates
- Request a service or information
- Make a donation to us or set up a Direct Debit
- Fundraise or volunteer for us.

We also collect information through third parties, who are other organisations that we collect data from. Some examples of these are:

- Donating through Justgiving or Virgin Money Giving
- Signing up to a MacIntyre event through another website
- Through social media sites like Facebook, Twitter and Instagram, if you have given permission to share this with us.

We only ever collect information from third parties if you have given them your permission and in line with their privacy policies.

## How do we use personal information?

We need to collect your information to help us keep in touch with you and make sure our communications are relevant to you. We also need to collect your data to make sure we can process things like fundraising donations in the right ways. We use your data for things like:

- To provide you with information or services you have requested.
- To manage and improve how we communicate with you – to ask you how you would like to be contacted and what information you would like to receive.
- To process financial transactions such as donations, setting up a Direct Debit and / or processing gift aid.
- To keep a record of communications between us.
- To further our charitable aims, including for fundraising activities.
- To invite you to volunteer to take part in surveys or research.
- To respond to feedback and queries.
- To inform research that looks at interests, behaviours and demographics of the people who interact with us, to help us offer you better communications and information.

## How do we store your information and for how long?

We make sure that we have the right technical controls in place to protect your personal details. Our network is protected and routinely monitored. We ensure that your information is only accessible to appropriately trained staff, volunteers and contractors. We will hold your information for as long as you have an active relationship with us.

We use some external companies to collect or process personal data on our behalf. We do comprehensive checks on these companies before we work with them.



Some of our suppliers operate outside the European Economic Area (EEA). Although they may not be subject to UK data protection laws, we take all reasonable steps to ensure that they hold your data in accordance with UK data protection law.

How long we will keep your information, and our lawful basis for processing it, depends on the purpose of your contact with us. For further details, see our 'Privacy Notice for supporters, donors and website users – The Detail'.

## How and when we share your information with others

We will never give, sell or rent your data to another organisation. We will not share your information with others for use in their marketing or fundraising.

We may use other companies to provide services on our behalf, such as processing online donations, delivering postal mail or sending emails. We will only provide those companies with the information they need to deliver that service. We carefully select those companies to make sure that they handle your information to the same standards that we have set out here.

There are also some legal reasons that we might need to share your data. This includes if they are required by the police or to detect or prevent fraud.

We will only ever share your data in other circumstances if we have your explicit or informed consent.

## Your rights

Under UK data protection law, you have rights over the personal information we hold over you. These are:

- 1 The right to be informed
- 2 The right of access
- 3 The right to rectification
- 4 The right to erasure
- 5 The right to restrict processing
- 6 The right to data portability
- 7 The right to object
- 8 Rights in relation to automated decision making and profiling.

You can find summaries of what these rights mean on the [ICO website](#).

## How to change the way we communicate with you and how to update your details

You can choose how and if we communicate with you. You can change how we communicate with you or the details that we have for you by contacting our communications team.

- Email: [hello@macintyrecharity.org](mailto:hello@macintyrecharity.org)
- Phone: 01908 230100

You have the right to ask us to stop using your personal information at any time and if we don't need it for the purpose you provided it to us (ie processing a donation or gift aid) we will do so.

If you want to stop receiving email updates from us, just click the 'unsubscribe' link which is at the bottom of any of our email updates. We'll be sorry to see you go, but it is important that you have this choice.



## How can you find out what information we hold about you?

You have the right to ask for a copy of the information we hold about you. To do this, please send a letter, including proof of your identity, saying what information you want to see to:

FAO Claire Toombs,  
Data Protection Team,  
Seebeck House,  
1 Seebeck Place,  
Knowlhill,  
Milton Keynes,  
MK5 8FR

or email [data.protection@macintyrecharity.org](mailto:data.protection@macintyrecharity.org).

We reserve the right to charge a small admin fee in line with [ICO guidance](#).

## Data protection lead

You can contact our data protection lead via email at [data.protection@macintyrecharity.org](mailto:data.protection@macintyrecharity.org) or via our postal address FAO Data Protection Lead, Data Protection Team, Seebeck House, 1 Seebeck Place, Knowlhill, Milton Keynes, MK5 8FR

## Complaints

You can make a complaint or raise a concern about how we process your personal information through the [feedback section of our website](#).

You also have the right to complain about any use of your personal information with the Information Commissioners Office. You can contact them through [their website](#) or by calling 0303 123 1113.

## Following links to third party websites

Our website includes links to other websites, which are not owned or managed by us. We won't pass any personal information about you to those websites. We aim to only link to websites that have a good reputation but you will need to read their privacy policies to find out how they use your personal information.

## Updating this notice

We may update and change this notice. The latest version will always be on our website and you can reach it through this address <https://www.macintyrecharity.org/privacy-policy/>

If there are major changes, we will add a notice to our website. This notice was last updated in March 2023.