

Privacy Notice



Mae Murray Foundation understands that the information you entrust to us with is important to you and we are committed to protecting and respecting your privacy.

This policy explains how, when and why we collect your personal information, under which situations we may disclose your personal information within the Mae Murray Foundation and to others, and how we keep it secure.

If you have any questions regarding this policy and our privacy practices, you can write to us at Mae Murray Foundation, A9B Innovation Suite, Ash Building, Willowbank Business Park, Larne, Co.Antrim, Bt40 2SF, or email us at info@maemurrayfoundation.org . Alternatively, you can telephone us on 0300 600 1166.

Summary

- We only collect personal information about you where it is necessary or you have consented, and we only collect information that we need.
- We will not sell your personal information to third parties
- We will protect your personal information with an appropriate combination of technical, administrative, physical and digital security controls.
- You have rights to access your information. These are detailed in section 7.
- We only retain your data for as long as is necessary
- If you have a complaint, please see how to pursue in section 8.

1. What information do we collect about you?

We need to collect information about you when you become a member, in order to offer our range of services. This can include personal information about you and your family. Where participants are intending to attend our events independently or use any of our equipment, we may also collect more detailed information such as medical information, care requirements etc.

2. How will we use the information about you?

We collect your personal information for a number of reasons: to inform you of upcoming events, to understand your feedback on our work, to find out more about what you and your family need, to enable us to support specific needs (medical and care requirements) and to keep everyone safe.

To process your information we rely on the following legal bases:

- Legitimate interests

We may use your information for our legitimate interests, such as providing you with suitable event / project information, membership benefits, news of new services, to improve our projects/events, along with administrative purposes.

- Consent

We may rely on your consent to use your personal information for the reasons stipulated above and to process any health or medication records. You may withdraw your consent at any time by contacting us at the address at the end of this document.

3. Information that we share

We may have to share your information with third party service providers (such as facilitators, funders) so that we can be more effective.

4. Marketing of our services and support

We would like to send you information about our services and any information from third parties that may be of interest to you. We will collect your information for these purposes if you consent to this when you complete your membership application form. We do not purchase data from third party providers.

You have a right at any time to stop us from contacting you about our services and support, including project and event information. You may opt out of receiving this information by contacting us by email, by post, or through our website – see contact details in section 10.

5. Information Security

We work hard to keep your data safe. We use an appropriate combination of technical and organisational measures to ensure, as far as is reasonably possible, the confidentiality, integrity and availability of your information at all times. If you have a security related concern, please contact us – see contact details in section 10.

6. Information we collect through your use of our website/emails

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of our website. For further information visit www.aboutcookies.org or www.allaboutcookies.org

7. Access to your information and correction

You have the right to request a copy of the information we hold about you. If you would like a copy of some or of all of your personal information, please email or write to us at the address provided in section 10. We will provide this for you within 28 days.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is incorrect.

8. Complaints

We work hard to ensure that your personal information is treated safely and securely. However, if you have a complaint, please write to us – using the contact information in section 10. You also have the right to complain to the Information Commissioner’s Office. Further information can be found at www.ico.org.uk

9. Changes to our Privacy Policy

We review our privacy policy regularly and we place any updates on this webpage. This privacy policy was last updated on 1 February 2018.

10. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you.

- By email: info@maemurrayfoundation.org
- Or write to us at : Mae Murray Foundation, A9B Innovation Suite, Ash Building, Willowbank Business Park, Millbrook, Larne, Co. Antrim, BT40 2SF

If you would like this document in any other format, please contact us.