



Privacy Policy

Policy	Privacy Policy
Person responsible	Chairman of Trustees
Date Approved	January 2025
Review date	January 2026
Updates approved	February 2024

Privacy policy and Data Protection

Beamsley Project is committed to protecting your privacy. This policy explains how we collect and use personal information that you provide to us whether on-line, by phone, mobile, e-mail, letter or other means of communication.

By using our website, any of our services, or providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

Who are we?

The Beamsley Project Charitable Trust is an independent charity registered in England and Wales (Registered Charity Number 701574). We raise funds and provide accessible holiday accommodation.

Data Protection Act

In carrying out our day-to-day activities, we process and store personal information relating to our visitors and supporters, and we are therefore required to adhere to the requirements of the UK General Data Protection Regulation (UK GDPR), which became effective on 1st January 2021. This legislation governs the key principles, rights, and obligations when processing personal data in the United Kingdom, and works alongside the Data Protection Act 2018. The UK GDPR extends and strengthens the scope of the UK's privacy laws.

We take our responsibilities under these regulations very seriously, ensuring that the personal information we collect is held, used, transferred, and otherwise processed in compliance with the UK GDPR and all other applicable data protection laws and regulations, including, but not limited to, the Privacy and Electronic Communications Regulations 2003 (PECR). We are committed to fully adhering to the UK GDPR and any future amendments to ensure ongoing compliance with the highest standards of data protection.



Privacy Policy

What personal information do we collect and store?

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address, telephone number, mobile telephone number, fax number, bank account details. If you are applying for financial support through our bursary, we may request copies of a bank statement or details of benefits that you receive. If you are supporting us by making a donation this can include whether you are a

UK tax payer so that we can claim Gift Aid (please rest assured we do not collect information about your actual tax payments, just whether you are a tax payer).

We collect personal information about you when you ask about our services and activities, make a donation to us, register for an event, engage with our social media or message boards, order products and services (such as email newsletters), or otherwise give us personal information.

We do not normally collect sensitive information but may need to collect health information especially if you need to borrow our hoists and slings or require District Nurse attendance or oxygen supplies obtaining. However, we will make it clear to you when we are collecting such information and the reasons for it.

We may take photographs for use within the Beamsley Project or ask you to supply us with photographs. We will always ask your permission before taking and using photographs and individuals will not be identified by name.

Financial payments

Payments to Beamsley Project can be made by cheque and these would contain information about your bank. We would also need to ask for your bank details when making BACS payments to you. This information is only available to our staff dealing with finances. We do not take credit/debit cards and will never ask for this information.



Privacy Policy

Why do we collect and how do we use your information?

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping, such as the management of feedback or complaints; to analyse and improve the services we offer;
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail.
- We may use the information to customise the website according to your interests.
- to provide you with the services or information you have requested.
- to process any donation(s) we may receive from you.
- to ask you to help us raise money or donate money to our charity.
- to provide you with information about our work or our activities, that you have asked to receive.
- for administration purposes e.g., we may contact you about a donation you have made or event you have expressed an interest in.
- the use of IP addresses to block disruptive use, to record website traffic or to personalise the way our information is presented to you to identify your approximate location.
- where it is required or authorised by law; and assessing your personal information for the purposes of fraud prevention (regrettably some people target charities for illegal purposes such as money laundering and, quite rightly, we are required to monitor financial activity and report suspected fraud to the appropriate authorities).
- assess eligibility for funding through our bursary scheme.

It is your choice on the type of communications and information you receive about our charity and the ways in which you can get involved. You can change your mind at any time by contacting us at: The Beamsley Project, Harrogate Road, Hazelwood, Skipton, BD23 6JA. Tel: 01756 710 255, Email: info@beamsleyproject.org



Privacy Policy

We will not use your information for marketing purposes if you have asked us not to. However, we will retain your details on a suppression list to help ensure we do not continue to contact you.

Information sharing and disclosure

We will not sell or swap your information with any third party.

We may disclose your personal information to third parties if we are required to do so through a legal obligation (for example to the police or a government body); to enable us to enforce or apply our terms and conditions or rights under an agreement; or to protect us, for example, in the case of suspected fraud or defamation.

We may share your personal information with health professionals but only if you have asked us to do so. We do not share your information for any other purposes.

Where possible we will use a mail sending service for large mailings. However there maybe occasions when we email large groups of people or need to send sensitive information. On these occasions we will use the BCC (blind carbon copy) to hide email addresses from all recipients. This will provide an extra level of privacy and security, and helps us to avoid the risk of revealing personal data to those who should not have it.

Accuracy of information

We aim to ensure that all information we hold about you is accurate and, where necessary, kept up to date. If any of the information we hold about you is inaccurate and either you advise us or we become otherwise aware, we will ensure it is amended and updated as soon as possible.

Update your information.

If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at info@beamsleyproject.org.

Subscribers can opt-out of receiving information from us at any time by clicking on the unsubscribe button on newsletters or mailings or by emailing: info@beamsleyproject.org

How do I contact you?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details: info@beamsleyproject.org

Postal address: The Beamsley Project, Harrogate Road, Hazelwood, Skipton, BD23 6JA



Privacy Policy

Storing your information

The information that we store is kept within the United Kingdom and stored on secure hard drives or in locked cabinets.

We will keep your information for as long as required to enable us to operate our services but we will not keep your information for any longer than is necessary. We will take into consideration our legal obligations and tax and accounting rules when determining how long we should retain your information. When we no longer need to retain your information, we will ensure it is securely disposed of, at the appropriate time.

Our web site

By using www.beamsleyproject.org you are consenting to the collection, use and transfer of the information that you provide to us in accordance with the terms of our privacy policy. In the event that you do not agree with our privacy policy then please do not use this site.

We reserve the right to edit the contents of this website, including this privacy policy, at any time by posting such changes on the website. Your continued use of this website following the posting of any such changes will constitute your acceptance of the revised privacy policy.

Our website contains links to other websites belonging to third parties. We sometimes choose to participate in social networking sites including but not limited to You Tube, Facebook and Instagram. We may also include content from sites such as these on our website. We would advise that we do not have any control of the privacy practices of these other sites. You should make sure when you leave our website that you have read and understood that site's privacy policy in addition to our own.

Cookies.

Cookies are small text files stored on your device when you access most websites on the internet or open certain emails. Among other things, cookies allow a website to recognise your device and remember if you've been to the website before. We use the term cookie to refer to cookies and technologies that perform a similar function to cookies (e.g., tags, pixels, web beacons, etc). Cookies can be read by the originating website on each subsequent visit and by any other website that recognises the cookie.

The cookie settings on this website are set to 'allow cookies' to give you the best browsing experience possible and to understand the parts of the website that users are visiting and support the provision of information and functionality to you.



Privacy Policy

Cookies are also used to help us gather statistics on the use of our website anonymously, as well as to provide us with information about how the website is used so that we can make sure it's kept up to date, relevant and as error-free as we can be.

By using our website without changing your cookie settings you agree to our use of cookies, including setting and reading cookies on your device. You can choose to restrict or block cookies through your browser settings at any time. For more information about how to do this, and about cookies in general, you can visit www.allaboutcookies.org

If you change your settings so cookies are refused, it is possible that you will be unable to access certain parts of the website.

Please note that our website contains external links to other organisations websites and each site uses cookies in different ways, and each has its own privacy policies.

Changes to this policy

This policy replaces all previous versions and is correct as of November 2024. We will regularly review and update this Privacy and Data Protection Statement and will update, modify, add or remove sections at our discretion. Any changes will be notified to you either via e-mail or through an announcement on our website. Your continued use of our website,

any of our services and/or the continued provision of personal information after we have posted the changes to these terms will be taken to mean you are in agreement with those changes.

Your rights

You have the right to:

- request a copy of the information we hold about you.
- update or amend the information we hold about you if it is wrong.
- change your communication preferences at any time.
- ask us to remove your personal information from our records.
- object to the processing of your information for marketing purposes.
- raise a concern or complaint about the way in which your information is being used.

If you wish to find out more about these rights, or obtain a copy of the information we hold about you, please contact The Beamsley Project, Harrogate Road, Hazelwood, Skipton, BD23 6JA. Tel: 01756 710 255, Email: info@beamsleyproject.org