

## **Manx Solidarity Fund**

### **PRIVACY POLICY**

#### **Objective, and scope of Policy**

This policy explains when and why we collect personal information about you and how it is used, the conditions under which it may be disclosed to others, and how it is kept secure.

#### **Who are we?**

Manx Solidarity Fund is an Isle of Man registered charity (charity number 1296) that aims to raise funds which can be delivered to organisations and individuals that face hardship due to the ongoing 2020 Covid-19 pandemic.

Manx Solidarity Fund will strictly maintain the confidentiality of your Personal Information. "Personal Information" means any information provided to or collected by Manx Solidarity Fund, recorded in any form, that can be used to identify you, or used to link to you.

This Privacy Policy informs you of Manx Solidarity Fund's practices concerning the collection, use and disclosure of Personal Information.

If you do not agree with these terms, you must not provide any Personal Information to Manx Solidarity Fund.

#### **Law that Applies to the Keeping of Personal Information**

The laws of the Isle of Man and particularly the Isle of Man's Data Protection Act 2018 and the Data Protection (Application of GDPR) Order 2018 apply to your Personal Information and how Manx Solidarity Fund deals with it.

#### **Information that we collect**

Manx Solidarity Fund acquires Personal Information from:

- Contributors, donors, and members generally, and from our website;
- People who subscribe to our newsletters, circulars, or respond to appeals or sign up for events;
- People who otherwise consent to provide Personal Information to us; and,
- If you contact us by letter we may keep a record of that correspondence.

We collect your Personal Information when you give it to us. It may include your full names, date of birth, passport or driving licence details, postal and e-mail addresses, phone numbers, postcodes, and personal interest information, or other information.

#### **How we use and disclose Personal Information**

Manx Solidarity Fund only uses and discloses personal information for the purposes set out in this Privacy Policy.

Under no circumstances will Manx Solidarity Fund sell, trade, barter or exchange for consideration any Personal Information it has obtained. In addition we will not share your Personal Information with third parties for marketing purposes, but we may use third parties to provide services to us.

The Manx Solidarity Fund may use Personal Information for the following purposes:

- Examining, making enquiries about, and deciding upon applications for assistance.
- Internal record keeping, planning, and management;
- Answering your queries, or providing you with information you have asked for;
- To circulate to you matters of interest and relevance including information about forthcoming meetings and events;
- To keep your information accurate (for example, you may be asked by email or otherwise, to review your contact details and update them as necessary); and,
- To carry out any other purpose which is disclosed to you and to which you consent; and
- Where we have a legitimate interest, for example, to manage our relationship with you, to confirm your identity, or to assess the quality of our service.

Lastly, Manx Solidarity Fund may *with your consent* disclose your Personal Information.

### **Unsubscribe**

If you decide at any time that you no longer want to receive emails or circulations from Manx Solidarity Fund, please follow the unsubscribe link in one of the email messages.

You may also contact the Manx Solidarity Fund at [info@manxsolidarityfund.com](mailto:info@manxsolidarityfund.com) to unsubscribe from any circulations.

If you no longer wish to receive communications from our website, please unsubscribe using the button at the bottom of any of the emails.

### **Limiting collection, use, disclosure and keeping of Personal Information**

Manx Solidarity Fund may collect your Personal Information in many forms (hard/soft copy, electronically, facsimile, telephone conversations/recordings, etc.), but will only do so by lawful means and only for purposes that have been disclosed to you.

Personal Information collected in any form will only be kept by Manx Solidarity Fund so long as it is required: a) for the purpose for which it was collected; b) if required by law; or c) to address any issues that may arise at a later date.

When your Personal Information is no longer required for these purposes, Manx Solidarity Fund will destroy, delete, erase or convert the Personal Information into an anonymous form.

### **Our website and cookies**

In general, you can use this website without giving Manx Solidarity Fund any Personal Information. If you are one of our anonymous visitors, please bear in mind that we may still record certain analytical information.

Manx Solidarity Fund may use cookies, web beacons/pixel tags, log files and other technologies to collect certain information about visitors to our websites, and recipients of our circulations and other communications.

### **Your Rights**

You have the following rights under data protection legislation:

You always have the right to withdraw your consent to Manx Solidarity Fund having, using or sharing your Personal Information;

You have a right to access your Personal Information;

You have a right to request that we correct your Personal Information if you believe it is inaccurate;

You have the right to have the Personal Information that we hold about you destroyed, subject to certain restrictions; and,

You have the right to lodge a complaint with us in relation to the processing of your Personal Information. If you feel the matter has not been resolved satisfactorily you may complain to the Isle of Man Information Commissioner.

Manx Solidarity Fund has not appointed a data protection officer, however data protection queries can be emailed to [info@manxsolidarityfund.com](mailto:info@manxsolidarityfund.com) or can be addressed by letter and posted to Basil Bielich at the address listed on our website.

### **Storage and security**

Manx Solidarity Fund holds Personal Information in the Isle of Man on locally based computers or via "cloud" electronic facilities. Personal Information is backed up via cloud backup services, for example Microsoft's OneDrive or other service providers such as DropBox or MailChimp. The Trustee Companies, their Directors and advisors and assistants, will have and use personal information for the purposes set out herein.

### **Amendment of our practices and this privacy policy**

Manx Solidarity Fund will from time to time review and revise its privacy practices and this Privacy Policy. Please periodically review this Privacy Policy so that you know what Personal Information is collected, how it is used, and with whom Manx Solidarity Fund may share it.

This Privacy Policy is in effect as of the date in the footer below.