



FWH Creations

Company Registration Number 8372074.
Registered Charity Number 1151563

Privacy Policy

1 Who we are

FWH Creations is a small charity which is supporting and developing an ethically based tailoring project in India (jacobswell) designed to deliver vocational training and employment particularly to vulnerable women. jacobswell, is a member of the WFTO, producing Fair Trade Fashion products for clients around the world, FWH Creations is providing training and management expertise to grow jacobswell and to equip, train, educate (and provide accommodation where applicable) both the employees of jacobswell and other vulnerable people with skills to enhance their prospects. It is funded by donations from supporters such as individuals, groups and companies and some of these donations are gift aided. Some of the funding is through agencies such as the Charities Aid Foundation and Virgin Giving. It also provides newsletters to people who have expressed interest in the charity.

This policy sets out how we use your data and your rights with regard to how we use it.

2 Supporters Data

What data we collect on the Supporters Form

- Your Name, Address, Telephone number, Mobile telephone number, Email address, Bank Account details for setting up standing order (if required)

How we use it

- Administering your support
- Facilitating voting activities within the club in accordance with the club's constitution
- To send you news and upcoming events within the charity, via email and / or post

3 Photographs and Promotional Material on the Charity Website and Social Media

We may take photographs at charity's events and these may be included in promotional material such as on the charity's website, or on social media pages. By participating in our events, you are agreeing to your image being used for such purposes, unless you tell us to the contrary to the treasurer admin@fwhcreations.biz

4 Sharing your data

We only use your data for the purposes stated above and we do not share your data with any third parties other than to provide our service to you. This may include:

- Providing information to emergency services and / or our insurance provider in the event of an incident occurring during an activity



5 Secure Storage and Transfer of Data Within the Charity

Hard copies of the signed gift aid forms will be kept in a locked cabinet in a secure building. Hard copies of bank account details will also be kept in the same locked cabinet until the first payment have been received.

All sources of data will be stored in encrypted, password protected files and periodically backed up to an alternative secure location on an encrypted cloud based solution.

Personal data will only be shared with other trustees when required for a specific task and limited to the data required to perform that task. Emails to the charities supporters should be sent BCC so that members are not given unnecessary, unconsented access to other supporters' email addresses.

6 Data Retention - How long will we keep your data for?

For financial supporters we will hold your data on our records for six years from your last gift declared on the declaration. For other supporters, we will revalidate consent every four years.

7 Your right to access your data

If you would like to see a copy of the personal data that we hold on you, please contact admin@fwhcreations.biz In compliance with the General Data Protection Regulation we will need the request to be provided in writing and to see photographic Identity and proof of address in order to confirm your identity before we can share the data with you.

8 Data Corrections

If any of your personal data held by us is incorrect or out of date, please contact admin@fwhcreations.biz so that we can correct your data.

9 Deleting your data

If you would like to request that we delete your data from our records, please contact admin@fwhcreations.biz and we will do so providing there is no legal or contractual obligation for us to keep it.

Change Record

Date of Change:	Version (Changed By)	Comments:
11/04/2018	0.1 (PFA)	Initial Draft
20/4/2018	2 (PFA)	Policy approved by the Trustees