

EVOLVE - FILA Privacy Policy

This policy explains what personal information Evolve – Foundation for International Legal Assistance (“we”) collects about you, and how we use it.

If we ever make any major changes to our privacy policy we will keep you informed. If required to do so, we will also ask for your permission.

If you have any questions about the policy or our storage or use of your data please do not hesitate to contact us using the details below.

What information do you hold about me?

The information we collect will usually be limited to your name and contact details.

If we are providing information or a service where accessibility is relevant (e.g. a fundraising event) we may need to collect details of your accessibility requirements. In this case we may ask you to provide information about your mental or physical health, so far as it is relevant to your accessibility requirements.

If you donate to our organisation we may need to keep other data for our financial records. You will be advised of this when donating.

When you use our website, we collect information such as the browser and device you're using, your IP address, your location, the site you came from, what you did and didn't use our site for, or the site you visit when you leave us.

We do not anticipate that we will ever need to collect data from children. If we do collect personal information from children, we will always seek parental consent and will provide detailed information about the purpose of collection.

Where do you get the information and what is your legal basis for holding it?

Under the UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing the information are:

- Your consent. You are able to remove your consent at any time by contacting us (see below for details).
- We have a legal obligation, in the case of fundraising.

We collect and store different types of information about you when you contact us using our website form, notify us that you are attending one of our events, sign up to receive updates from us at an event, contact us through other means (such as email) or engage with us on social media. When you use social media on an external platform or within our website, the social media organisation may provide us with some information about you.

How will you use my information?

Where you have specifically consented to this, we will use your contact details to send you news about our organisation and its activities related to its charitable purposes, including

fundraising activity. This is to raise further awareness of our charitable purposes. We will use your contact details to reply to any enquiries you make to us. If you are attending an event run by us, we will use your information to send you confirmation of event bookings, changes of schedule and event reminders.

Who will my data be shared with?

Government or other authorised agencies where permitted or required by law. Third-party service providers, for example, legal representatives advising us or IT contractors who assist us with the development or maintenance of our website. If you are attending an event organised by us at external premises we may need to inform the venue of any accessibility requirements you may have. This will be anonymous and not linked to your other personal data. If our organisation undergoes a structural change and there is a successor organisation, we will share your data with the successor organisation.

Can I change my mind?

Yes, if you have given us your consent to use your data, you may withdraw it at any time. To do so, either click 'unsubscribe' in any of the emails we send to you, or contact us and we will do it for you.

What are my rights?

- You have the right to object to the processing of your personal data in certain circumstances.
- You have the right to request that your information be deleted, or that we no longer use it in certain circumstances.
- You have the right to request a copy of the information that we hold about you. Where this is related to data processed by automated means we will provide it in a structured, commonly used and machine readable format.
- You have the right to ensure that your data is correct: this may be through amending or updating the information we hold about you.

Please contact us if you would like to exercise any of your data rights. In some cases, we may not be able to comply (for example, if we have a legal obligation to retain the data) but if that is the case we will explain why.

How will you store my information?

We will store your information securely and protect it. We will only keep your data for as long as is necessary to provide you with the services you request. We will only keep your data for the purposes outlined in this policy, and to meet any legal obligations we may have. When your information is no longer required for these purposes we will securely delete it. If we need to transfer your data overseas there are strict laws governing how we can do this. If we need to transfer your data we will ensure that any transfer has appropriate safeguards.

- We will keep your contact details for as long as you wish to receive communications from us. If you no longer wish to receive communications from us, we will delete them immediately.
- We will delete any information relating to your accessibility requirements within 14 days of the event you attended having taken place.

Contact Us

If you have any questions, concerns or complaints about our approach to your privacy, please do not hesitate to contact us at contact@evolvefila.org.

The Information Commissioner's Office

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>