



Privacy Note

What information we collect about you

Personal information is collected directly when you interact with SAVE Foundation, for example making a donation, sending or receiving an email, making an enquiry, applying for a role with us, participating in an event or when signing up for our newsletter the SAVE eNews. Information may be collected in person, over the phone, through our websites or social media.

The information we hold will typically include some, or all information like your name, postal and email address, your phone number, and may include information like your bank details if you are supporting us financially. We may also receive information about you from other sources (including public sources). This is explained in the 'How we might use your information' section below.

Use of information of supporters

We may use your information for administration purposes:

Processing your donation

When you make a donation or other payment to SAVE Foundation, we will use your payment and contact details, payment amount, date and time of payment; to process that payment and take any follow-up administrative action needed (for example, sending a receipt).

Responding to enquiries

If you contact us with a question, comment, compliment or complaint then we will keep a record of this correspondence and any associated documents so that we have the information available in the event of a follow-up, dispute or investigation.

Notifying you of changes to policies

If we make significant changes to our policies which may affect you, we will use your contact details to inform you of the changes.

Requesting information if you are attending our events

If you participate in an event that we have organised, we may ask you to provide information to make sure we can manage the event safely and efficiently.

If you participate in an event organised by an external party or make a donation through a processor, then your information may be passed to us by the processor. We would only use it for marketing purposes if you have given your consent for this.

We may use your information to invite you to become involved with us in new ways, raise funds and grow our supporter base.

Sharing of marketing and fundraising materials

Marketing and fundraising materials that we might share with you include information about our activities and their impact, our news, events and fundraising appeals, and other ways you can become involved with us.

Where you have provided your postal address or email we may send this information to you by post or email unless you have asked us not to.

You can let us know at any time, if you prefer to change how we share this information with you or stop it altogether. Send an email to office@save-foundation.net to let us know your preferences. If you receive our SAVE e-News, you can also use the unsubscribe link in the emails we send.

We will keep your personal information not longer than it is necessary for the purposes for which it is processed. If you ask us not to contact you, we will delete your contact information.

Targeting our communications and researching our supporters

We have a duty to make sure that we are spending your donations wisely, and that means doing some research and analysis. We want to send the most effective messages that we can in the most efficient way possible. In order to work out who to contact, what to say and when to get in touch, we carry out the following activities:

Segmentation

We analyse information such as postcodes of supporters, and whether donations have been given regularly. This helps us to tailor appropriate communications to you.

Analysing our supporter base

To send different communications to people who might choose to give higher donations, we undertake in-house research and engage other organisations such as [Schober](#) to help us identify people who may be able to support us with a larger gift; using information you have given us and publicly available records such as the electoral roll, land records, 'rich lists', Who's Who publications and Companies House records. We may also collect information on your interests, for example board memberships, hobbies, or articles about you in newspapers or magazines. We use this information to tailor our communication with you and invite potential supporters to meetings, groups and events which may be of interest to them.

Additional information to your record

We may add information or update your record from publicly available sources. This may include your telephone number, address related information, information from death registers, age or the information mentioned in the section above. We use this information to tailor our communications and send you more appropriate information.

These activities form a vital part of keeping support for our work going. For more information about these activities, please contact us.

We may use your information to enforce and comply with the law

As with all non-profit organisations, we ensure that our activities comply with the law. Therefore we may need to share or use your personal information if we are required to do so by law (for example; in response to a warrant or court order) and we may use information from other sources for the purposes of fraud prevention, for example to comply with money laundering regulations, or to protect people's rights, property or safety.

Your Rights

Information Disclosure (Subject Access Request)

You have the right to ask for a copy of all of the information related to you that we are processing. Please note that if you ask for the material to be sent electronically, SAVE Foundation cannot be held responsible for the security risk to your information as it travels across the Internet. You can request this by email (office@save-foundation.net).

Modification or delete of your information

If your information is incorrect, out of date or if there is no longer justification for us to hold it, you can ask for it to be updated, removed or blocked from our use under office@save-foundation.net.

Legal basis for contacting you and using your personal information

When you sign up to a newsletter or opt-in to our communications, then you are giving us your consent to send you fundraising materials. We will not send information without your consent, and you can withdraw your consent at any time.

If you have provided us with your postal contact details, but haven't specifically opted-in to receive our communications (for example, making a donation by post), then we will carry out an assessment of whether it would be fair and reasonable to use them to send marketing and fundraising information to you without your explicit consent (i.e. it is in the interests of our aims as a non-profit organisation and will not cause undue prejudice to you). This is called a "legitimate interests assessment". You can opt out of our information and fundraising communications at any time if you don't want to receive them.

We will ensure we have a legal basis to use your personal information for the other purposes mentioned in this policy (usually with your consent, further to a legitimate interests assessment, or because the use of your data is necessary to comply with a legal obligation)."

You can find out more about data protection law here:

[General Data Protection Regulation 2018 from 25th May 2018](#)

SAVE Foundation reserves the right to make alterations from time to time. Please check this website from time to time for the latest version.

St. Gall, May 25. 2018