

## Reach Learning Disability – Trustees' Cream Tea Event Privacy Notice

The logo for Reach Learning Disability, featuring the word "reach" in a lowercase, sans-serif font in white, set against a solid red rectangular background.

Wednesday 30<sup>th</sup> April 2025

Your data security is important to us. This Privacy Notice explains how the data you provide will be used. It explains when and why we collect your personal information, how we keep it secure and when it will be deleted. Reach Learning Disability is the data controller and 'we' refers to Reach Learning Disability.

### **What data are we collecting today? How and why?**

When you register to attend our event, we will collect and process your information as provided on our database for administration purposes. Your data will be stored safely in our electronic and paper records and may be shared between Reach and our fundraising database provider (Blackbaud). If you do not wish to provide this data we cannot offer you a place at the event because we will be unable to undertake administrative functions needed to ensure the smooth administration of our event.

### **Processing your data**

We may process information contained in or relating to any communication that you send to us. This correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our business and communications in relation to the event. We may process any of your personal data identified in this notice where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

### **Sharing data**

We don't sell or share your information with other charities or organisations for marketing or fundraising purposes.

### **How long will we keep your data?**

If you have chosen not to hear from us again, your data that we have collected in order to co-ordinate the event will be deleted within 2 months unless we are directed to do otherwise to fulfil our legal obligations. If you have chosen to receive further information from us please refer to our Donors & Supporters Privacy Notice which can be found at [www.reachuk.org/about/privacy/](http://www.reachuk.org/about/privacy/). Photographs will be taken at the event and may be used for the purpose of marketing and promotion of Reach's work and may be used in our annual report. If you do not wish photographs of you to be used then please speak to staff on the day.

### **Access to your personal information**

Under General Data Protection Regulations you have the right to access and amend any of your personal data that we hold as long as we are still able to fulfil our legal obligations. For further information please contact Julia, Fundraising Director at [Julia.sandhu@reachuk.org](mailto:Julia.sandhu@reachuk.org) or call 01636 819066.

To keep updated about Reach's work and our exciting fundraising events, please complete our Keeping in Touch form. You can do this online today at [www.reachuk.org/opt-in/](http://www.reachuk.org/opt-in/) or complete a paper 'Keeping in Touch' form – just ask one of our friendly team on the night. You can change your preferences at any time through our website or by contacting Julia as above.