



PRIVACY NOTICE

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1 WHO WE ARE

AmplifyChange is a Data Controller for the purposes of the Data Protection Act 2018. This means that we are responsible for the processing of your personal information. This Privacy Notice explains data we collect and how we use it.

Our ICO registration number is: ZB492195

2 OUR CONTACT DETAILS

AmplifyChange

House of St John's

1 Queen Square

Bath

BA1 2HA

Email: enquire@amplifychange.org

3 OUR DATA PROTECTION OFFICER

For further information about our privacy practices, please contact our Data Protection Officer at;

House of St John's

1 Queen Square

Bath

BA1 2HA

dpo@amplifychange.org

4 WHAT DATA WE COLLECT

AmplifyChange collects and manages different categories of data, depending on your interaction with us. Please see the following sections for further details:

[Visitor to our website](#)

[Mailing list subscriber](#)

[Enquirers](#)

[AmplifyChange Consultants](#)

[AmplifyChange Staff](#)

[Job applicants](#)

[Directors and Members](#)

[Grantees](#)

[Event attendees](#)

[Social Media Interactions](#)

[Current and Prospective Donors/Supporters](#)

5 INTERNATIONAL DATA TRANSFERS

Where data is processed both within the UK and internationally, we will only transfer data to countries which have received adequacy decisions or where an appropriate safeguard is in place, such as standard contractual clauses.

Processing includes collection, recording, organisation, structuring, storage, alteration, retrieval, consultation, use, disclosure, dissemination, restriction, erasure or destruction of data.

6 INFORMATION DISCLOSURE

We may disclose personal information to organisation outside of AmplifyChange to enable us to deliver our services.

Specific information can be found in the relevant section of this privacy notice below.

We may also need to disclose your information if required to do so by law and for the purpose of defending our legal rights (including providing information to others for the purposes of fraud prevention).

7 DATA RETENTION

Personal data that we process shall not be kept for longer than is necessary. Our retention period is in line with our contract conditions with our donors and the default legal standard retention period which is specified as 7 years from the end date of donor contracts.

8 YOUR RIGHTS AS A DATA SUBJECT

As someone who we process data about (“a data subject”), you have a number of rights in regard to your data.

Right of access (or “Subject Access Request,” “SAR” or “DSAR”)

You have the right to receive a copy of your personal information that we hold about you and information about how we use it.

Right to rectification

You have the right to ask us to correct your personal information where it is incorrect or incomplete.

Right to erasure (or “right to be forgotten”)

You have the right to ask that your personal information be deleted in certain circumstances, such as where consent has been withdrawn, where it is no longer necessary to keep it or where it legally needs to be deleted.

Right to restrict the use of personal information

You have the right to request that we suspend our use of your personal information in certain circumstances.

Right to data portability

You have the right to obtain some of your personal data in a structured, commonly used, and machine-readable format and for it to be transferred to another organisation, where this is technically feasible. The right only applies to data provided to us by you or obtained in monitoring and where that data is processed under the legal bases of consent and contract.

Right to object to the use of personal information (including to object to direct marketing, automated decision making and profiling)

You have the right to object to the use of your personal information in certain circumstances and subject to certain exemptions.

Right to withdraw consent

You have the right to withdraw your consent at any time where we rely on consent to use your personal information.

By withdrawing your consent this does not affect the lawfulness or processing based on consent before its withdrawal.

9 DEALING WITH YOUR RIGHTS REQUEST

If you wish to exercise these rights, please contact the data protection officer at dpo@amplifychange.org

AmplifyChange has one month to respond to your request. We may need to request specific information from you to confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

10 DATA SHARING

AmplifyChange uses a range of data processors for the provision of its services and shares personal information with them to facilitate this. These processors only manage the data according to our instructions and are

bound by formal contracts. They store and retain data securely for the period we instruct.

Our data processors include:

- Business support services - MannionDaniels
- Cloud storage and collaboration -Box
- Grants management system- Fluxx
- Microsoft
- Payroll – BSG-Valentine
- Pension – Royal London
- Life insurance – Canada Life
- Ebury and Lloyds Bank
- A full list is available via dpo@amplifychange.org

Specific information about any other organisation we may share personal information with can be found in the relevant section of this privacy notice below.

11 AGGREGATED STATISTICS AND REPORTING

In many of the following categories, AmplifyChange may aggregate personal data in order to monitor impact and performance of AmplifyChange grants and staff and inform decision making.

We process this data for our legitimate interest in recording and analysing how AmplifyChange is meeting its objectives.

Data used in these reports will not identify individuals or lead to specific decisions or interventions in regard to those included in the statistics.

12 VISITORS TO OUR WEBSITE

See our '[Cookie Statement](#)'

13 MAILING LIST SUBSCRIBER

What data do we collect?

Name, contact details, records of your interaction with us and any contact preferences.

What do we do with the data?

Send you emails to keep you up to date with our latest news, projects and events.

What is the legal reason we use for our use of the data?

We ask for your consent to be added to our mailing lists for the purposes of direct marketing.

How long do we keep the data for?

We retain your data on our mailing list until you wish to unsubscribe.

14 ENQUIERS (VIA ENQUIRE@AMPLIFYCHANGE.ORG)

What data do we collect?

Name, contact details, records of your interaction with us.

What do we do with the data?

Manage and respond to your enquiry.

What is the legal reason we use for our use of the data?

We process your data for our legitimate interest in managing enquiries.

How long do we keep the data for?

We retain your data according to the nature of your enquiry and in most instances only for 6 months unless your enquiry is on going.

15 AMPLIFYCHANGE CONSULTANTS

What data do we collect?

- Personal contact details such as name, date of birth, title, addresses, telephone numbers, and personal email addresses
- Information about your use of our IT systems – set-up and ongoing management of all IT software and hardware including user accounts, IT security etc.,
- Data provide by yourself as part of the Due Diligence process, as well as data retrieved from publicly accessible databases
- Your consultancy agreement with AmplifyChange, including agreement amendments and invoices submitted by you.

What do we do with the data?

AmplifyChange uses this data to manage your work as a consultant with us.

What is the legal reason we use for our use of the data?

For the majority of our processing, our legal basis is where it is necessary for the performance of your contract for services.

For processing criminal convictions data in relation to your consultancy, AmplifyChange will rely on the conditions set out in the Data Protection Act 2018 and the AmplifyChange 'appropriate policy document'.

How long do we keep the data for?

We retain employment records for 7 years following the end date of the donor contract to which the consultancy fees were charged or the end of the 7th financial year from the end of contract, whichever is later.

16 AMPLIFYCHANGE STAFF

- Personal contact details such as name, date of birth, title, addresses, telephone numbers, and personal email addresses
- A copy of your ID
- Gender (Male/Female)
- Nominated emergency contact information
- Beneficiary details (where an expression of wish form has been completed)
- National Insurance number, bank account details, payroll records and tax status information
- Salary, annual leave, expenses, pension, and benefits information
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Personal development information (including appraisal, continuous professional development and progression)
- Disciplinary, grievance and performance management information
- Information relating to maternity, paternity, shared parental or adoption leave
- CCTV footage and other information obtained through electronic means such as swipe/identity card records
- Information about your use of our IT systems – set-up and ongoing management of all IT software and hardware including user accounts, IT security etc.,
- Photographs and professional information that might be published on our website
- Citizenship and 'right to work' information (visa; settled status)
- Information about your health, including any medical condition, health and sickness records, and disability information.
- Information about criminal convictions and offences, where relevant to your employment.

What do we do with the data?

AmplifyChange uses this data to manage your employment with us.

What is the legal reason we use for our use of the data?

For the majority of our processing, our legal basis is where it is necessary for the performance of your contract of employment

In some cases, we have a legal obligation to collect certain information. We will, for example, need to retain certain information to comply with health and safety law if there is an accident.

We may aggregate personal information of all staff for our legitimate interests monitoring our outcomes and planning our strategy. The statistical analysis will not identify you or lead to any direct intervention.

For processing special category data, where an additional legal basis is required, AmplifyChange will process data to meet its obligations under employment law.

For processing criminal convictions data in relation to your employment, AmplifyChange will rely on the employment conditions set out in the Data Protection Act 2018 and the AmplifyChange 'appropriate policy document'.

How long do we keep the data for?

We retain employment records for six years following the end of the financial year in which you ceased to be employed by us. Certain types of data may be retained for longer periods (such as pensions or specific health and safety records) defined in AmplifyChange retention schedule.

Who do we share it with?

Data will be shared where we have a legal obligation to do so, for example with HRMC.

Data will also be shared to protect your vital interests in the event of an emergency.

17 JOB APPLICANTS

What data do we collect?

If you make an application for a job with us, we will collect contact details and details of your application (CV, references etc.). In the course of the recruitment process we may generate feedback about your application during shortlisting or interview.

What do we do with the data?

We use this data to assess your suitability for the role we are recruiting for and manage the recruitment process.

What is the legal reason we use for processing your data?

Where it is necessary for to take steps at your request prior to entering into a contract for employment.

Where you have made a request for reasonable adjustments will we process this data to fulfil our legal obligations.

Where processing criminal convictions data in relation to your employment, AmplifyChange will rely on the employment conditions set out in the Data Protection Act 2018 and AmplifyChange 'appropriate policy document'.

How long do we keep the data for?

If you are successful, your data will be managed as part of your staff personnel file (please see above). If you are unsuccessful, your application details will be retained for 6 months and then securely deleted.

18 DIRECTORS AND MEMBERS

What data do we collect?

- Name
- Address
- Contact details
- Nationality
- Date of Birth
- Passport Number / ID checks
- Due Diligence checks
- Occupation
- Conflicts of Interest

What do we do with the data?

AmplifyChange uses this data to manage your role with us.

What is the legal reason we use for processing your data?

Where it is necessary for steps taken prior to entering into a contract.

Where you have made a request for reasonable adjustments will we process this data to fulfil our legal obligations.

How long do we keep the data for?

Your data will be managed as part of your personal file (your details will be retained for as long as you are a Member or Director and then for an additional 6 years, and then securely deleted)

Who do we share it with?

Details such as your name, nationality and date of birth will be shared with Companies House where it will be publicly available as well as the AmplifyChange website.

19 GRANTEES

What data do we collect?

If you apply for a Grant from us, we will collect names, ID's (Board members and key staff) contact details, proof of address alongside details of the organisation.

When you are successful in receiving a grant, we will collect bank details for payment. In the course of the Grant relationship, we may generate data and feedback about the work you are carrying out and in order to allow us to report to our Donors.

What do we do with the data?

We use this data to assess your application, manage the grant and any associated project or outcome, and administer any funding agreed.

What is the legal reason we use for processing your data?

Where it is necessary for our legitimate interests in meeting our organisational objectives.

How long do we keep the data for?

The Grantee file will be managed in line with any requirements specific to our funding. Other data specific to the project, such as a publication, may be retained for longer periods.

Who do we share it with?

We may share details of your grant progression, reporting and updates, with any donor or partner that may be assisting us in funding. We report grants to the International Data Transparency Initiative (IATI).

Where you have made a request to keep your grant with AmplifyChange confidential, we will not share identifiable grant data externally.

20 EVENT ATTENDEES FOR EVENTS RAN BY AMPLIFYCHANGE

What data do we collect?

Name, contact details, any access requirements, in some cases a biography if you are speaking or presenting.

What do we do with the data?

Manage the event you are attending.

What is the legal reason we use for our use of the data?

We process your registration details as necessary for the purpose of attending or participating in our events. If you are speaking or presenting, we may create content in relation to you for AmplifyChange's legitimate interests in promoting our activities.

Where you have made a request for reasonable adjustments will we process this data to fulfil our legal obligations.

How long do we keep the data for?

For speakers or presenters events data is retained for 3 years after the event is concluded if your relationship with AmplifyChange has ended or you request us to delete it. Accessibility requirements are retained for 1 years.

For event attendees data is retained for up to 1 year, if you have consented for marketing and communications from AmplifyChange this will be retained for longer to facilitate this relationship.

Statistical data relating to events will be kept indefinitely in an anonymous format.

Who do we share it with?

We may share an attendee list with other attendees, with your consent, or partners in the delivery of the event or activity where required, such as a freelance trainer or the venue hosts.

Please note that events that are ran on our behalf may pass back data to AmplifyChange and will include the same categories as set out here.

21 SOCIAL MEDIA INTERACTIONS

What data do we collect?

Your comments on our posts or accounts and your social media handle if you mention us.

What do we do with the data?

We may share your comment or post in line with the conventions of the social media platform (e.g., a retweet or a share to our Instagram followers). We may collect the data in order to manage our communications strategy to a particular event or issue.

What is the legal reason we use for our use of the data?

We process your data for our legitimate interest in managing our social media platform.

We do not solicit any special category data via our social media platforms. If you choose to provide or post special category data in our comments or mentions, AmplifyChange will consider that this data has been made public by yourself as the data subject.

How long do we keep the data for?

Your data will be retained for as long as the social media platform is maintained unless you request for an item to be deleted.

22 CURRENT AND PROSPECTIVE DONORS

What data do we collect?

Name and contact details (key organisation contacts), records of your interaction with us, such as a donation disbursements and the donor agreement.

What do we do with the data?

Manage the donor agreement and any related information.

What is the legal reason we use for our use of the data?

In order to be compliant with donor requirements, we will process your data as necessary for that contractual agreement and our legal obligation to record transactions.

How long do we keep the data for?

AmplifyChange will, unless you contact us to instruct us otherwise, retain a record of your donor relationship permanently.

Financial records are kept in line with AmplifyChange's legal obligations.

Who do we share it with?

Data may be shared when we have a legal obligation to do so, for example to HMRC. Your donor relationship might be highlighted on our website and we might share this with prospective donors, unless you have instructed us otherwise.

23 CHANGES TO OUR PRIVACY NOTICE

AmplifyChange will review this notice on a regular basis. This privacy notice was last updated in December 2023.

You can contact our registered Data Protection Officer for AmplifyChange at;

The Data Protection Officer

House of St John's

1 Queen Square

Bath

BA1 2HA

dpo@amplifychange.org