****

**MEETING NEEDS PRIVACY STATEMENT**

1. WHO WE ARE

In 2003 a small group of Meeting and Event industry professionals got together to form Meeting Industry Meetings Needs. A few years ago this was shortened to Meeting Needs. The aim was simple; to co-ordinate fundraising across the Meeting and Events industry, to support worthy causes and direct funds to people in need.

A board of directors was formed, and the charity was properly registered with Companies House and the Charities Commission. We continue to this day to run the charity in a prudent and compliant way. The Board of Directors determine where funds are distributed and have a thorough and diligent process for awarding grants through the scrutiny of applications.

We support small charities, in the UK and the wider World, who often find it difficult to access mainstream funding. There is a clear criteria for awarding grants which can be found on our website. And it is our mission to maintain low overheads to ensure that the most money possible, raised in our name, reaches those in need.

2.       HOW WE COLLECT INFORMATION ABOUT YOU

We collect information from those people who interact with us, Charity Partners, Fundraisers and the Charities which we support. We ask individuals within these groups to subscribe to a list and, if permission is granted, these lists are combined with our general mailing list. It is important that we maintain a dialogue with all the groups above to ensure that we are clear how funds are distributed, who our supporters are and give people the opportunity to represent their industry in helping to raise funds.

3.       INFORMATION WE COLLECT AND WHY WE USE IT

We collect; names, email addresses, telephone numbers and occasionally contact addresses. From time to time we collect credit card details and very occasionally these details may be held electronically for a short period of time.

This information is used to communicate to our network to; inform, educate and encourage applications for funding.

4.       PROFILING: MAKING OUR WORK MORE UNIQUE TO YOU

We will ask you how you like to be communicated to and use only these preferences and respect your wishes and privacy. You can change your preferences at any time, either when you receive a communication from us or by contacting us directly through our website. (See Contacts Page)

5.       LEGAL BASIS FOR USING YOUR INFORMATION

We will only use your personal information where we have your consent or because we need to use it in order to fulfil a contract with you (for example, because you are a Charity Partner or a fundraiser participating in an event on our behalf.).

6.       MARKETING

We will only contact you about our work and how you can support Meeting Needs by; phone, email or text message, if you have agreed for us to contact you in this manner.

You can update your choices or stop us sending you these communications at any time by contacting 'mysubscription@meetingneeds.org.uk’ or clicking the unsubscribe link at the bottom of the relevant communication.

7.       SHARING YOUR INFORMATION

We will never share your information with third parties for them to market their services to you, with the exception of where we have signed individuals up to fundraising events that they have agreed to take part in, and therefore consented to us sharing their contact details, then they should refer to that Events own Privacy Policy. We can not be held responsible for your data in this instance.

We may disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority); or, in order to enforce our conditions of sale and other agreements such as Grant Applications.

8.       KEEPING YOUR INFORMATION SAFE

We will take all reasonable steps to protect your information. Information will be held centrally using an encrypted database system and only those with the appropriate permissions will have access to your details.

9.      HOW LONG WE HOLD YOUR INFORMATION FOR

We will continue to hold your details until you tell us to stop communications with you or until we decide it is no longer appropriate to communicate with you even if you have not un-subscribed from our mailing lists. And we only keep it as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations (for example, the collection of Gift Aid).

10.   YOUR RIGHTS

You have various rights in respect of the personal information we hold about you – these are set out in more detail below. If you wish to exercise any of these rights or make a complaint, you can do so by contacting our team at Meeting Needs, Barn Down, Pool Row, main St, Willersey, Gloucestershire, WR127PJ, by email at mysubscription@meetingneeds.org.uk and by phone on 01386 852563. You can also make a complaint to the data protection supervisory authority, the Information Commissioner's Office, https://ico.org.uk/

• Access to your personal information: You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge. Please make all requests for access in writing and provide us with evidence of your identity.

• Right to object: You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. Please contact us as noted above, providing details of your objection.

• Consent: If you have given us your consent to use personal information (for example, for marketing), you can withdraw your consent at any time.

• Rectification: You can ask us to change or complete any inaccurate or incomplete personal information held about you.

• Erasure: You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.

• Portability: You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.

• Restriction: You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.

• No automated-decision making: Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you. We do not currently carry out any automated decision-making.

Please note, some of these rights only apply in certain circumstances and we may not be able to fulfil every request.