

Privacy Policy - The Amulet Centre Ltd

Effective from: 02/ 04/ 2025

Next review date: 02/ 04/ 2026

Approved by: Board of Directors

1. Introduction

The Amulet Centre Ltd, a charitable community benefit society, is committed to protecting your personal data and respecting your privacy. This policy outlines how we collect, use, and safeguard your information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Information We Collect

We may collect and process the following personal data:

- **Identity Data:** Name, date of birth
- **Contact Data:** Address, email, phone number
- **Volunteer Data:** Emergency contacts, DBS check results
- **Donor Data:** Donation history, Gift Aid declarations
- **Event Participation Data:** Attendance records, dietary requirements, accessibility needs
- **Communication Preferences:** Consent for newsletters and updates

3. How We Use Your Information

We use your personal data to:

- Manage volunteer and staff involvement
- Process donations, share purchases and Gift Aid claims
- Organise and manage events
- Communicate updates and newsletters (with your consent)
- Comply with legal obligations

4. Legal Bases for Processing

Our processing is based on:

- **Consent:** For sending newsletters and updates
- **Contractual Necessity:** For managing volunteer agreements
- **Legal Obligation:** For Gift Aid processing and safeguarding
- **Legitimate Interests:** For community engagement and organisational development

5. Data Sharing

We may share your data with:

- **Service Providers:** IT support, email services

- **Regulatory Bodies:** HMRC for Gift Aid claims
- **Safeguarding Authorities:** When legally required

6. Data Retention

We retain personal data only as long as necessary:

- **Volunteer Records:** 6 years after involvement ends
- **Donor Records:** 6 years for financial compliance
- **Event Participation:** 1 year post-event
- **Mailing List Subscribers:** Until consent is withdrawn

7. Your Rights

Under UK GDPR, you have rights to:

- Access your data
- Rectify inaccuracies
- Erase your data
- Restrict processing
- Object to processing
- Data portability
- Withdraw consent at any time

To exercise these rights, contact us using the details above.

8. Complaints

If you have concerns about our data handling, please contact us. If unresolved, you can lodge a complaint with the Information Commissioner's Office:

- **Website:** <https://www.ico.org.uk/make-a-complaint>
- **Phone:** 0303 123 1113
- **Address:**
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

9. Contact Details

- **Data Controller:** The Amulet Centre Ltd
- **Address:** 15 Kyte Road, Shepton Mallet, Somerset BA4 5PJ, UK
- **Email:** info@buytheamulet.org.uk
- **Phone:** 07966 008778

10. Policy Updates

We review this policy annually or when significant changes occur.

	Version	Author	Date
Policy issued	1	Jane Nicklin	02/04/2025
Policy updated			
Date next review due	02 /04/ 2026		