



Be Kind Productions' Privacy Policy

The Be Kind Productions respects the privacy of visitors to our website ("Website"), especially children under the age of 13 and certain slightly older teenagers, the homepage of which is located at <https://www.bekindmovement.co.uk/>

This Privacy Policy is intended to inform you of our policies and practices regarding the collection, use and disclosure of any Personal Information you submit to us through our Website.

"Personal Information" is information that can identify a living person, for example, your name, address, email address, phone number, or Website user statistics.

User Consent

By submitting Personal Information through our Website, you agree to the terms of this Privacy Policy and you expressly consent to the processing of your Personal Information according to this Privacy Policy.

For children under the age of 13 and certain slightly older teenagers, we require the consent from guardians, parents or carers for certain uses of their information on the Be Kind Productions Website.

Your Personal Information may be processed by the Be Kind Productions in the country where it was collected as well as transferred to and processed in other countries (including the United States) where laws regarding processing of Personal Information may be less stringent than the laws in your country.

What information do we collect about you?

We currently collect and process the following information:

Personal identifiers, contacts and characteristics (for example, name and contact details)

Information needed to complete a transaction (for example, billing address and email)

The Personal Information we gather from you helps us learn about visitors to the Website. We use this information to better tailor the features, performance and support of our services, and to offer you additional information and opportunities to support the Be Kind Productions.

How do we get your personal information?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

When you request information about our services. The information you give us may include your name, and e-mail address, and other information that you voluntarily provide;

When you donate through our Website, we will collect all information necessary to complete the transaction, including your name, billing address and email;

When you subscribe to the Be Kind Productions newsletter, we will collect your email address;

When you contact us by sending us an email, we will collect your email address and any information contained in the email you send us (for example, your CV and cover letter in cases of volunteering) and any information attached to the email;

When you contact us to submit comments, questions or feedback using the forms on the Website, we will collect your name, email address and your comment, question or feedback.

How do we use the information we collect?

We use the information you have given us (in addition to the aforementioned above) in order to:

Carry out our obligations arising from any contracts entered into between you and us and to provide you with the information and services that you request from us;

Provide you with information about other events, services and opportunities we offer that are similar to those that you have already inquired about;

Notify you about changes to the Be Kind Productions, the opportunities and services they offer;

Notify you of any resources you may be interested in that relate to events, services and opportunities you have inquired about;
Ensure that you are informed and up-to-date with the Be Kind Productions' recent campaigns, fundraisers and events;
Ensure that content from our site is presented in the most effective manner for you and for your device.

Information we collect about you

We will use this information:

To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
To improve our site to ensure that content is presented in the most effective manner for you and for your device;
As part of our efforts to keep our site safe and secure;
To measure or understand the effectiveness of the content we serve to you and others, and to deliver relevant content to you;
To make suggestions and recommendations to you and other users of our site about events, fundraisers, campaigns, opportunities or services that may interest you or them.

We may share this information with:

Our Volunteers and Staff: Your Personal Information will be used mainly by our staff and volunteers so that they can support you and aid in fulfilling the charity's mission;

Partners and Suppliers: The Be Kind Productions may share your Personal Information with our trusted partners and suppliers who work with us or on our behalf to deliver our services, but processing of this information is always carried out under our instruction. We ensure they store the data securely, delete it when they no longer need it and never use it for any other purposes. For example, we may share your information with our partners who help us to process donations and claim Gift Aid;

Service Providers and Other Third Parties: We may refer you to third party service providers who help with our charity operations (such as, but not limited to, fraud investigations, software development, email delivery, marketing communications, bill collection, payment processing, and site analytics and operations). Be Kind Productions enters into contracts with these service providers that require them to comply with Data Protection laws and regulations and ensure that they have appropriate controls in place to secure your information. Examples of the third party service providers include:

Eventbrite privacy policy:

https://www.eventbrite.co.uk/support/articles/en_US/Troubleshooting/eventbrite-privacy-policy?lg=en_GB

JustGiving privacy policy:

<https://www.justgiving.com/info/privacy-policy-versions/privacy-policy-v30>)

Mailchimp privacy policy: <https://mailchimp.com/legal/privacy/>).

Google Analytics: Be Kind Productions' website also uses Google

Analytics, a web analytics service provided by Google, Inc. ("Google").

The information generated by the cookie about your use of our Website

(including your IP address) will be transmitted to and stored by Google on

servers in the United States. Google will use this information for the

purpose of evaluating your use of our Website, compiling reports on

Website activity for website operators and providing other services relating

to Website activity and internet usage. Google may also transfer this

information to third parties where required to do so by law, or where such

third parties process the information on Google's behalf. Google will not

associate your IP address with any other data held by Google. Further

information about Google's privacy policy may be obtained from

<https://policies.google.com/privacy>. You can opt out using Google's opt-out

browser extension which can be accessed here:

<https://tools.google.com/dlpage/gaoptout/>

Legal Disclosure: Be Kind Productions may also disclose your Personal Information as required 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) when we believe in good faith that disclosure is necessary to comply with such legal process, or to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

How do we store your personal information?

We recognise the concerns that many people have about giving personal information online.

We place great importance on the security of all personally identifiable information associated with our beneficiaries, supporters, staff and volunteers. We have security measures in place to protect against the loss, misuse and alteration or destruction of personal data under our control.

Information is stored by us on computers located in the UK. Only a select number of individuals are authorised to access these files, decided by the charity Trustees. All

computers containing personal information are password-protected and we use technical measures to secure your data. We do not store information on paper files.

Any donations you make are processed through JustGiving and/or Kindlink, according to the Payment Service Regulations 2017.

However, no data transmission over the internet is 100% secure. As a result, whilst we cannot absolutely guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to prevent this and protect your personal information.

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).

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting info@bekindmovement.co.uk;

We have a contractual obligation;

We have a legal obligation;

We have a vital interest;

We need it to perform a public task;

We have a legitimate interest.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information;

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances;

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances;

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances;

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

If you make a request, we have one month to respond to you.

Please contact us at info@bekindmovement.co.uk if you wish to make a request.

How to complain?

If you have any concerns about our use of your personal information, you can write to us at info@bekindmovement.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113