

## Privacy Notice: FUNDRAISING EVERYWHERE

### Who we are?

“We” and “us” means Fundraising Everywhere. We are a registered company with Company No. 12555088. We help fundraisers, consultants and charity leaders by hosting events and training opportunities.

### Your privacy matters

At Fundraising Everywhere, we are committed to keeping your personal data safe and secure.

This notice sets out in detail the purposes for which we process information about you, who we share it with, what rights you have in relation to that information and everything else we think it's important for you to know.

If you have any questions about the processing of your personal information, or you would like to exercise any of your rights, please reach out to us with the details mentioned below:

Email us: [niyati@hope-may.com](mailto:niyati@hope-may.com)

### How we process your information:

To understand how we process your personal information and to understand your rights, please visit the relevant appendix below:

Appendix 1: [Customers and Members](#)

Appendix 2: [Human Resources \(Job applicants, employees, volunteers\)](#)

Appendix 3: [Events, Donations, Fundraising and Marketing](#)

Appendix 4: [Cookies](#)

Appendix 5: [General Information \(Complaints Procedure, Your rights\)](#)

When you use Everywhere+ services and where we work with a client organisation, we may act as a data processor to the organisation who acts as the data controller. This means we will process any personal data according to the instructions of the organisation and our contractual terms. The client organisation remains responsible for the personal data. If you have any concerns about the way personal data is processed, you should contact the relevant organisation.

### Changes to this Privacy Notice

We aim to keep this privacy notice regularly updated. This privacy notice is kept under regular review. If we make any significant changes to the way in which we process your information, we will let you know by either reaching out to you or posting a banner on the website.

This was last updated in October 2025.

## Appendix 1: Customers and Members

### How and when do we collect information about you?

We collect your personal directly from you, when you sign up with us to attend an event or apply to become a member with us. The information we collect includes the following: your name, email address, organisation, billing address, phone number, payment details and marketing preferences. We may also collect case study information and photographs.

### How is the information used?

We use personal information to deliver our services and events, respond to enquiries, and support users in accessing our activities. For members, we use this information to manage and administer memberships as well as receive feedback. Where any customer or member chooses to share their stories as case studies, we may use this information to promote our work, raise awareness, and demonstrate the impact of the company's activities. We may take photographs or short video recordings at our in-person events.

### What is our lawful basis for processing this information?

To process your information when you sign up to attend an event or become a member, our lawful basis is contractual obligation. If you sign up to attend a free event, our lawful basis is legitimate interest. For any case studies, we rely on your consent. For any photographs captured at our in-person events, we rely on legitimate interests.

### Who do we share your data with?

We may share your personal data with our sponsors or partner organisations. We may pass your information to our third-party service providers, suppliers' subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on their behalf. For corporate memberships, information about individual membership usage will be shared with the organisations.

### How we store your information and for how long?

We retain the personal data of all service users for a period of in line with our retention periods. If you would like to know more about this, please contact us at the email address above.

## Appendix 2: Human Resources

*(Job applicants, current and former employees, freelancers/contractors)*

### How and when do we collect information about you?

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment or work with you. In some cases, we will collect data about you from third parties, such as employment agencies or former employers when gathering references.

### **What types of information is collected about you and who provides it?**

We keep several categories of personal data to carry out effective and efficient processes. Specifically, depending on your type of engagement with us, we may process the following types of data:

- a. personal details such as name, address, phone numbers, marital status
- b. name and contact details of your next of kin
- c. footage of the organisation events where you may appear
- d. information of any disability or other medical information you have disclosed
- e. right to work documentation, National Insurance number, bank account details
- f. information gathered via the recruitment process such as that included in a CV, cover letter or application form, references, details on your education and employment history etc
- g. information relating to your employment with us (e.g. job title, job description, salary, terms and condition of the contract, annual leave records, appraisal and performance indication, formal and informal proceedings involving you such as letters of concern and disciplinary, disciplinary and grievance proceedings)
- m. your biography and picture for the website (if applicable).

We may also process special category of data which include health information, sexual orientation, race, ethnic origin.

### **How is the information used?**

We are required to use your personal data for various legal and practical purposes for the administration of your contract of employment or agreement without which we would be unable to employ you. Holding your personal data enables us to meet various administrative tasks, legal obligation or contractual/agreement obligation. We process information in relation to the DBS for our safe recruitment practices.

### **What is our lawful basis for processing this information?**

We mainly use 'contractual obligation' as a lawful basis for processing personal data for employees, job applicants and contractors/freelancers. We may also have legal obligation in order to process and share your data, for example we need to share salary information to HRMC or use some of your data to enrol a new employee on a pension scheme.

We may rely on our legitimate interest for processing activity such as keeping supervision and appraisal records; using your image, bio and videos/pictures of the organisations' events where you may appear on our website or marketing/fundraising materials to promote the company.

Some special categories of personal data, such as information about health or medical conditions is processed in order to carry out employment law obligations and for health and social care obligations (such as those in relation to colleagues with disabilities and for health and safety purposes). We may also process other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief on the basis of substantial public interest for the purposes of equal opportunities monitoring.

## Who do we share your data with?

Personal Data in relation to your salary is shared with HMRC as part of our legal obligation. Personal Data may be shared with third parties for the following reasons:

1. for the administration of payroll, pension, HR functions (for example the online holiday booking system), administering other employee benefits.
2. When sharing information with third parties, we have data sharing agreements, data processing agreements or contracts in place to ensure data is not compromised. These third parties implement appropriate technical and organisational measures to ensure the security of your data.

## How long do we keep your data?

We only keep your data for as long as we need it for, which will be at least for the duration of your employment or agreement with us though in some cases, we will keep your data for a period of 6 years after your employment/agreement has ended. If you've applied for a vacancy but your application hasn't been successful, we will keep your data only for 12 months.

Some data retention periods are set by the law. Retention periods can vary depending on why we need your data. Please get in touch by contacting us using the details above if you want to know more about retention period.

Data is destroyed or deleted in a secure manner as soon as the retention date has passed.

## Appendix 3: Marketing

We may reach out to you with marketing communications if you have previously engaged with us in an event if we believe that you may be interested in engaging with our organisation. We may also send you marketing communications if you have signed up for marketing emails. We use email, text, post and calls for marketing.

When we make calls for marketing, we make these calls on the lawful basis of legitimate interest. However, we will screen your calls through the telephone preference service (TPS). If you would prefer to not receive these calls, please do let us know.

We rely on your consent to send you email communications and text messages (except where this is a business email address, whereby we rely on legitimate interest).

If you would like to change your marketing preferences, please reach out to us on the email address provided in the first section of this privacy notice, or you can simply unsubscribe with the option on the bottom of the emails.

We may also use post as a mode of sending you marketing communications, relying on legitimate interest. If you would like us to not send such communications, please do reach out to us.

**Online advertising:** We may use your personal data in our legitimate interest to understand our audience better and/or to improve and personalise your experience of our services, which may include how we tailor the adverts you see from us. You can object to this type of processing of your personal data at any time.

## Appendix 4: Cookies

## Use of 'cookies'

Like many other websites, this website uses 'cookies'. '\_Cookie' is a name for a small file, usually of letters and numbers, which is downloaded onto your device such as your computer, mobile phone or tablet. Cookies allow websites to recognise your device so that the sites can work more efficiently and also gather information about how you use the site.

### How do we use Cookies?

We use Cookies to distinguish you from other users of our website. This helps us to provide you with a positive experience when you come to our website.

### The Cookies we use

We use all four categories of Cookies:

- Strictly necessary Cookies are essential for you to move around our website and use its features.
- Performance Cookies collect anonymous information about how you use our site, like which pages are visited most.
- Functionality Cookies collect anonymous information that remembers choices you make to improve your experience, like your text size or location. They may also be used to provide services you have asked for such as watching a video or commenting on a blog.
- Targeting or Advertising Cookies collect information about your browsing habits in order to make advertising relevant to you and your interests.

### No Cookies, please.

You can opt-out of all our cookies (except the essential cookies). If you have any questions about how we use Cookies, please contact us.

## Appendix 5: General Information (Complaints Procedure, Your rights)

### Your rights as a Data Subject

You have the following rights:

- **'Right to be informed'**, which means we will be completely clear and transparent about how we plan to use your personal information.
- **'Right of access'**, which means you can request details of the personal information we hold about you and how we use it. We will provide this within one month.
- **'Right to rectification'**, which means you can ask us to update or amend the personal information we hold about you, if it is incorrect.
- **'Right to restrict processing'**, which means you can ask us to change, restrict or stop the way we are using your personal information.
- **'Right to erasure'** (or 'right to be forgotten'), which means you can ask us to remove your personal information from our records.
- **'Right to object'**, which means you can object to us using your personal information for marketing purposes.
- **'Right to data portability'**, which means you can obtain the personal information we hold about you and reuse it for your own purposes.

- **'Right not to be subject to automated decision making'**, which means if we use systems to make a decision about you, you have the right to ask for a person to intervene, which may change the outcome.
- **Right to lodge a complaint** with a supervisory authority, such as the Fundraising Regulator or the Information Commissioner's Office (ICO), if you are not satisfied with our response to a request you make to us, or you feel we are not using your information correctly.

## **International Data Transfers**

Where personal data is stored outside of the UK and the EEA, safeguards to protect personal data may include but are not limited to the UK Addendum used in conjunction with the EU Standard Contractual Clauses (SCCs), or UK International Data Transfer Agreement (IDTAs). Such safeguards will be subject to Transfer Risk Assessments (TRAs).

## **Complaints procedure**

If you are unhappy with the way we process your data, please get in touch with the Data Protection Officer using the contact details mentioned above.

You can also make a complaint to the Information Commissioner's Office (ICO), which regulates the use of information in the UK. They can be contacted at 0303 123 1113 or you can write to them at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.