

Project 53

Privacy Notice

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This document contains the master wording for the full and short-form privacy notices

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V1.0

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Board of Trustees

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Version Control

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V0.1	15/05/2026	Initial version for review
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Privacy Notice

1. Who We Are

Project 53 ("we", "us", or "our") is a charity. We use personal data to support our charitable activities, including volunteering, membership, safeguarding, communications, fundraising, and emergency response operations.

This Privacy Notice explains what information we collect, how we use it, and your rights.

2. Who This Notice Applies To

This notice applies to people whose personal data we handle, including prospective and current volunteers and associate members, supporters, beneficiaries, partners, and members of the public who engage with us.

3. What Personal Data We Collect

The information we collect depends on your relationship with us, but may include basic details such as your name and contact information, records of your involvement with us, and any communications you have with us.

Where it is necessary for safety, safeguarding, or operational reasons, we may also collect information about health, accessibility, incidents, or participation in activities. This type of information is treated with additional care.

We do not knowingly collect personal data from children under the age of 13.

4. How We Collect Personal Data

We usually collect information directly from you, for example when you complete a form, contact us, make a donation, or take part in our activities.

We may also collect information through our website, through systems we use to manage our activities, or from trusted third parties such as payment providers or vetting organisations.

In some situations, particularly during emergency response activities, information may need to be collected quickly for safety, coordination, or safeguarding. In these cases, we aim to collect only what is necessary.

5. How We Use Personal Data

We use your information to run the charity and carry out our activities safely and effectively.

This includes managing volunteering and membership, organising activities and deployments, keeping people safe, handling donations and payments, responding to enquiries, and meeting our legal responsibilities.

We may also use information to improve how we operate and to communicate important updates. Where appropriate, we may contact you about our work, but only where we are allowed to do so.

We only use personal data where it is necessary and proportionate.

6. Our Lawful Bases

We only use personal data where we have a valid reason to do so under data protection law.

In most cases, this will be because we need to use information to run the charity, manage activities, keep people safe, or meet our legal responsibilities. In some situations, we may also rely on your permission, or use information to protect someone's life or safety.

Depending on the situation, the lawful bases we rely on include:

- **Legitimate interests** - where processing is necessary to support our charitable activities, operations, coordination, safeguarding, and public safety
- **Contract** - where processing is necessary to enter into or carry out an arrangement with you (for example volunteering, associate membership, or a transaction)
- **Legal obligation** - where we are required to process information to comply with the law or regulatory requirements

- **Consent** - where you have given clear permission, particularly for certain types of communication
- **Vital interests** - where processing is necessary to protect someone's life or safety

Where we use more sensitive information, such as medical or safeguarding data, additional legal protections apply.

7. Children and Young People

Some of our activities involve young volunteers. We take extra care when handling children's information and aim to act in their best interests.

For participants aged 13 to 18, we will involve parents or guardians where appropriate, particularly where processing goes beyond basic safety or legal requirements.

8. Who We Share Personal Data With

We do not sell personal data.

We may share information where it is necessary to support our work or to keep people safe. This can include organisations that help us run our systems, professional advisers, regulators, and, where relevant, emergency services or partner organisations.

We aim to share only the information that is needed in each situation. During emergency response activities, information may need to be shared quickly to protect life or safety.

9. International Transfers

Some organisations we use may process or store data outside the UK. Where this happens, we ensure that appropriate safeguards are in place to protect your information.

10. How Long We Keep Personal Data

We keep personal data only for as long as necessary for the purposes it was collected, taking into account legal, regulatory, safeguarding, and operational requirements.

For example, financial records are typically kept for several years to meet legal obligations, while other information may be kept for shorter or longer periods depending on its purpose.

When information is no longer needed, it is securely deleted, destroyed or anonymised so that it can no longer be linked to an individual.

11. Data Protection

We take the protection of personal data seriously.

We use appropriate measures to keep information secure and to prevent unauthorised access, loss, or misuse. This includes controlling access to data, using secure systems, and handling sensitive information carefully.

While no system is completely risk-free, we take reasonable and proportionate steps to protect the information we hold.

12. Website Use and Cookies

Our website may use cookies and similar technologies to help it function properly and to understand how it is used.

You can control cookies through your browser settings. More information may be provided through a cookie notice or banner where required.

13. Your Rights

You have rights in relation to your personal data, including the right to access it, correct it, and in some cases request that it is deleted or that its use is restricted.

You may also be able to object to how your data is used or withdraw consent where we rely on it.

If you would like to exercise your rights, please contact us using the details below.

14. Complaints

If you have any concerns about how we use or handle your personal data, including concerns about a possible data breach or misuse of your information, please contact us so that we can investigate and respond.

We take data protection concerns seriously and will aim to resolve issues promptly and fairly.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK regulator for data protection matters.

15. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. The most recent version will always be available on our website.

Last updated: May 2026

16. Contact Us

If you have any questions about this Privacy Notice, your personal data, or if you wish to exercise your rights or raise a concern (including about how your data has been handled), please contact:

Data Protection Officer

Project 53

Lytchett House, 13 Freeland Park, Wareham Road, Poole, Dorset, BH16 6FA

Email: gdpr@project53.org

You can also submit a request using our **Data Rights Request Form**: [\[link\]](#)

Appendix A: Short Form Privacy Notice for Expression of Interest

Project 53 will use the information you provide to review your expression of interest, assess whether to progress your enquiry, and contact you about possible next steps.

We will only collect the information needed at this stage and will handle it securely in line with our Privacy Notice and Data Protection Policy. We will not share your information outside the organisation unless there is a lawful reason to do so.

You can read our full **Privacy Notice** here: [\[link\]](#)

Checkbox: I understand how my information will be used and agree to Project 53 processing it for this purpose.

Appendix B: Short Form Privacy Notice for Onboarding Form

Project 53 will use the information you provide to complete your onboarding, manage your involvement with the organisation, and support safe and effective participation in our activities.

This may include using your information for administration, communication, safeguarding, training, and (where relevant) operational planning and deployment.

Some of the information we collect may be sensitive (for example health or emergency contact details). This will only be collected where necessary and will be handled with additional care.

We will only collect the information needed for these purposes and will handle it securely in line with our Privacy Notice and Data Protection Policy. Your information will only be shared where necessary and where there is a lawful basis to do so.

You can read our full Privacy Notice here: [\[link\]](#)

Checkbox: I understand how my information will be used and agree to Project 53 processing it for these purposes.