



## Infosound Privacy Policy

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Updated 24<sup>th</sup> March 2021

Infosound is a free public service information-provider for vision-impaired (blind and partially-sighted / sight-impaired and severely sight-impaired) people in Great Britain. We do not have members; no one joins Infosound, nor do they subscribe to our service - they just listen whenever they choose.

Because of this, we rarely interact with, or contact, members of the public. There are only three reasons why we might hold personal data about someone on record for a while; and this would usually be their name and/or their postal address and/or their telephone number and/or their email address.

- If we receive a donation, unless instructed otherwise, we always write to acknowledge receipt and to thank the donor. We would keep a record of the donation as well as the donor's details; but, apart from (where applicable) reclaiming Gift Aid through HMRC, we would never share any of this information with a third party.
- It is possible, although these days unlikely, that we might post sample audio content to a listener or prospective listener, a vision-impairment charity or other organisation that asks for more information about us and how to listen. This could possibly be posted on audio CD or on some other recordable form or this might be done via email. Once despatched, no permanent record of the recipient's contact details is kept on record.
- In the day-to-day working of the charity, we naturally receive emails, letters and phone calls. Any data contained within these communications is retained by Infosound; but we would never share any of this data with a third party.
- Infosound does not track or save Google, Amazon or any other listener identifying data for those listening to us on smart speakers or any other listening devices; we do not share usage data, but we do keep basic anonymous logs of listening activity.

Infosound is registered with the Information Commissioner's Office (registration reference ZA048969) under the General Data Protection Regulation (GDPR), which came into force on 25th May, 2018. The registration certificate is reproduced at the end of this document.

Should you want to ask a specific question about our use and storage of personal data, please email us at [info@infosound.org.uk](mailto:info@infosound.org.uk) or you can write to us at: PO Box 20, Brighton BN2 7XX.

## Privacy Policy Review and Adoption

This safeguarding policy has been reviewed and agreed by Infosound's trustees and it is hereby adopted as the charity's policy until otherwise amended.

Signed \_\_\_\_\_ (Andrew Hindell, Chair of Trustees)

Date \_\_\_\_\_

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|  | <small>Upholding information rights<br/>Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF<br/>T. 0303 123 1113 F. 01625 524510<br/>www.ico.org.uk</small> |
| <b>Certificate</b>   |  |
| Organisation Name:   |  |
| <b>INFOSOUND</b>   |  |
| Reference number:  |  |
| <b>ZA048969</b>  |  |
| Tier:  |  |
| <b>Tier 1</b>  |  |
| Start date:  |  |
| <b>29 March 2014</b>   |  |
| End date:  |  |
| <b>28 March 2022</b>   |  |
| <b>Data Protection Officer</b>   |  |