FIELDS OF LIFE TRUST (NI)

PRIVACY POLICY

	Last Modified	Last Modified By	Document Changes
0.1	31.10.23	RMcQ	Document first created
1.0	14.02.24		Board approved.
1.1	09.07.25	ZP, DT, RMcQ	Reviewed.

WHO WE ARE

Fields of Life Trust is an international development charity, registered in Northern Ireland (Charity No: NIC104839, Company No: 30695).

This Privacy Notice explains what to expect when Fields of Life (FOL) collects and uses your personal information. For further information about our privacy notice and data protection, please contact us at:

FIELDS OF LIFE NORTHERN IRELAND
House of Vic-Ryn
Moira Road
Co Antrim
Northern Ireland
BT28 2RF

Email: info@fieldsoflife.org
Phone: +44 (0) 28 9263 6200

OUR COMMITMENT

Fields of Life is committed to respecting your privacy and ensuring the personal information you have entrusted to us is held securely and processed in accordance with Data Protection Law.

We take the security of your information very seriously. We will ensure there are appropriate controls and procedures in place and will take all reasonable efforts to keep your details secure.

WHAT PERSONAL INFORMATION WE COLLECT ABOUT YOU

- Personal identifiers, such as your title and name.
- Contact details, including postal address, postcode, email address and telephone number.
- Financial information, such as your bank account and credit/debit card details.
- Your UK taxpayer status.
- The event or point of contact.
- Records of your contact with us.
- Letters you write to your sponsored child.
- Internet Protocol (IP) addresses, details of pages visited on our websites and files downloaded, if you have given your permission by the use of cookies.

Data Protection Law recognises certain categories of personal information as sensitive. This special categories data includes, but is not limited to, information relating to health, race, ethnicity, religious or philosophical beliefs and political opinions. We do not collect this information unless there is a clear reason for doing so, such as involvement on a team or at an event where this information is needed to carry out appropriate checks on volunteers as part of our safeguarding policy. When we collect such information, we will make it clear what we are collecting and why, as well as our lawful basis for processing this information.

Fields of Life will always treat any special categories data we process with greater care and process the information in accordance with all applicable data protection laws.

HOW WE COLLECT YOUR PERSONAL INFORMATION

Personal information is collected directly from you when you interact with Fields of Life. This includes, but is not limited to, when you:

- Sign up to become a regular giver (monthly/annual) to support our work in East Africa.
- Make a donation.
- Purchase a gift or ticket for an event.
- Send or receive an email.
- Contact us with an enquiry.
- Visit our website.
- Engage with our social media channels.
- Participate in an event.
- Sign up to a campaign.
- Buy Fields of Life merchandise.
- Sign up for one of our newsletters.
- Apply for a job to join our staff team.
- Volunteer for FOL, including overseas trips.

Personal information may also be collected indirectly from other sources:

- When using fundraising sites such as MyDonate or JustGiving. These independent third parties will only do so when you have indicated that you wish to support Fields of Life, and with your consent.
- When using publicly availably sources, such as Companies House, LinkedIn, grant-making trusts and Government websites, biographical directories and information that has been published in reputable media.

If you are aged 16 or under and would like to get involved with us, such as participate at an event, on a team or in a shop, or if you want to make a donation, please make sure you have your parent or guardian's permission before giving us your personal information.

WHY WE COLLECT YOUR INFORMATION

For administration purposes:

- To process any donation(s) or other payments we may receive from you, and take any follow up administrative action, such as sending a receipt and processing Gift Aid.
- To contact you about a donation you have made or event you have expressed an interest in or registered for.
- To process event and/or team bookings.
- To record the contact that we have with you.

- To invite you to participate in surveys or research.
- For internal record keeping, such as management of feedback or complaints.
- To notify you about changes to how we operate.
- To analyse and improve how we operate.
- To analyse the use of our websites and ensure its content is presented in the most effective manner for you.
- To track emails and record what emails have been opened and read, deleted and interacted with (such as clicking on links in the emails).

To share information about our work:

- To provide you with information that you have requested about our work or our activities.
- To provide you with information about other supported work, events, or programmes we offer that are similar to those you have already enquired about and to which you have not objected to receiving.
- To provide you with information about Fields of Life and how you can support our work as a charity (where you have consented to receiving this information).
- To further our legitimate charitable aims such as sending you information about how donations are being used or sending you an annual report.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Fields of Life Trust will rely on the following legal bases to process personal information:

1. Legitimate Interest
We will process your personal information for a purpose you would reasonably expect. We will have previously assessed whether it would be necessary to process your information for this purpose and balanced this with your rights and interests.

2. Consent
We give you the choice and control over our processing activities where relevant. You can change or withdraw your consent at any time.

3. Contract
If you have an employee contract with Fields of Life Trust or you have not got a contract but need to provide your information as a first step (e.g., applying for a job), we rely on the legal basis that the processing is necessary for the performance of a contract.

4. Legal Obligation
In some cases, we are required to process your personal information where there is a legal obligation for any legally required activities, such as Gift Aid returns to HMRC.

CREDIT AND DEBIT CARD PAYMENT INFORMATION

If you use your credit or debit card to donate to us, buy something or pay online or over the phone, Fields of Life Trust will ensure that this is done securely and in accordance with the Payment Card Industry Data Security Standard. We only hold bank account details for the purpose of collecting direct debits in accordance with direct debit mandate rules.

All transactions online are processed through Fundraise Up using PayPal, Stripe or GoCardless, and all card transactions processed offline are processed through Fundraise Up.

Fields of Life uses Fundraise Up as an online donation platform. All donation data collected is subject to the provisions of the General Data Protection Regulation (GDPR) and other applicable privacy laws. Non-personal Information that is collected remains anonymous or non-personally identifiable. All Personally Identifiable Information (PII) is encrypted. Financial information, such as banking information or credit card number, name, CVV code or date of expiration, is collected and stored by a third-party payment processor. Financial information is not stored by Fundraise Up Inc.

When making a donation, information collected may include contact and account information, such as name, email address, physical address, location data, phone number and social media information. Technical information collected - such information may include standard web log entries that contain IP address, cookies (first party, third party, session, persistent and flash), web beacons, page URL and timestamp. For more information, please see Fundraise Up Inc's Privacy Policy.

MARKETING PERMISSIONS

Fields of Life loves to keep supporters informed about our activities and their impact in East Africa, as well as information on events, fundraising appeals and other news, and ways you can become involved with us. This includes sending you information about our work, news, appeals, campaigns, events, information on volunteering and prayer requests.

Email marketing
We will ask for your permission to contact you by email for marketing purposes.

Postal marketing
From time to time, we may send you information about our work unless you have told us you would prefer not to receive this information by post.

Fields of Life Trust is committed to respecting your choice to receive marketing information from us. You can update your permission and contact preferences at any time by:

- Calling us on +44 (0) 28 9263 6200.
- Emailing info@fieldsoflife.org.

- Clicking the ‘unsubscribe’ link included in each email communication we send.

FUNDRAISING

In order to fundraise more efficiently and steward our resources with excellence and integrity, we may conduct research to gain a better understanding of our supporters. This may involve compiling information you have provided us with general information from:

- Publicly available sources, such as Companies House and other information published in articles or newspapers.
- Social media - information which can be viewed publicly depending on your privacy settings.
- Third-party research organisations - to provide us with general publicly available information about you.

WHO WE SHARE YOUR INFORMATION WITH

Fields of Life will only share personal information which is either consented to, necessary to fulfil our programmes in East Africa, or to coordinate visits to our programmes outside the UK. We are committed to ensuring that our overseas national offices have adequate levels of data protection safeguards when processing your personal information.

We may also share and allow access to your personal information only to trusted third parties who provide services to us. However, we will not share or allow access to your personal information for financial reward. These companies and individuals perform functions on our behalf, such as maintain our supporter database software, send postal mail and emails, print and/or send our fundraising and marketing materials, process bank and credit card payments. We do our best to carefully select these partners and will only share information with them if we are confident that they have necessary security measures in place, and we have a contract with them that assures this.

We monitor information security compliance and have written contracts which require our partners or suppliers to process your personal information only on our instructions and in accordance with data protection and privacy laws.

Fields of Life and any of its affiliate entities may be under duty to disclose your personal information where required to comply with any legal obligation.

HOW LONG WE KEEP YOUR DATA

Fields of Life Trust will only keep your personal information for the period it is required and in accordance with our data retention schedule. For example, for accounting purposes and to administer Gift Aid declarations, we keep records for seven years.

Should you ask us not to contact you, we will need to keep some limited basic information about you to enable us to comply with your request.

LOCATION OF YOUR DATA

All the information we hold is stored within Europe and will not be transferred to countries outside the European Economic Area (EEA).

We reserve the right to share limited basic information with our implementing partners in Uganda, Rwanda and South Sudan for operational reasons.

YOUR PERSONAL INFORMATION RIGHTS AND CHOICES

Under data protection law, you have the right:

- To request to a copy of the personal information we hold for you. You can make a request verbally or in writing. If you make your request verbally, we will ask that you also follow up in writing so that we can have a record of your request. Fields of Life will not charge for this, but it may take up to one month to provide this information.
- To correct or update your personal information that you think is inaccurate or incomplete.
- To ask Fields of Life to delete your personal information in certain circumstances.
- To ask Fields of Life to restrict or limit the way in which we use your personal information.
- To object to the use of your personal information in certain circumstances where Fields of Life has no legitimate reason for continued use.
- To object to the use of your personal information for marketing purposes.
- To ask Fields of Life to transfer the information you have given us from one organisation to another or give it to you.

The Privacy and Electronic Communications Regulations (PECR) gives you the right:

- To choose whether to receive marketing communication from us by email or telephone, or not. Please refer to the Marketing Permissions section for more information about how to change or update your contact permissions and preferences.
- To know about the cookies Fields of Life Trust uses, so that you can decide whether to give us permission to store a cookie on your device. Please refer to the Cookies section for more information.
- To claim compensation for damages caused by a breach of the Data Protection regulations.

For more information about your information rights, visit www.ico.org.uk.

CHANGES TO THIS PRIVACY NOTICE

We keep this Privacy Notice under regular review. The terms of this notice may be updated at any time, for example, in the event of changes in law and how we operate. If there are any significant changes in the way we treat your personal information, we will provide a prominent notice on our website and/or notify you.

This notice replaces all previous versions, to include further details of your rights, and minor amendments on how we collect and how we use your data. This notice was last updated in July 2025.

COOKIES

Cookies are small text files that are placed on your computer by websites that you visit. Fields of Life uses cookies to enable our website to function efficiently, to improve your experience and to determine and improve the effectiveness of our website and marketing campaigns.

Here is a summary of the types of cookies we use on the Fields of Life website:

- **Content Management System (CMS) cookies** - our website is created in a CMS called WordPress, which places a small number of standard WordPress cookies on your computer as you use it.
- **Cookies to improve your experience** - we use a small number of cookies on our website to help you have the best experience. We also embed YouTube and Vimeo films on our website regularly. We are unable to prevent these sites, or external domains, from collecting information on your usage of this embedded content. If you are not logged in to these external services, then you will be unidentifiable to them but they are still likely to gather anonymous usage information (for example, number of views, plays, loads, etc).
- **Analytics** - an example of this is Google Analytics. Google Analytics cookies collect information about how visitors use a website and help us to continually improve our website. For instance, which pages visitors go to most often or if they get error messages from web pages. These cookies do not collect information that identifies you. All information these cookies collect is aggregated and therefore anonymous. Fields of Life uses this data to help us to understand which pages people visit on our site, which internet browsers are being used, what is popular on our website, or which pages are visited before people donate or sponsor a child.
- **Paid advertising (Google, Facebook and Bing)** - we use cookies from trusted third parties to measure the effectiveness of paid advertising to make sure that the money we spend is being efficiently used. They also enable us to service advertisements to or exclude people who have visited our websites. Cookies from Google, Bing and Facebook allow us to track traffic to our website to tell us if our marketing campaigns are successful, and ensure we are spending our advertising budget in an efficient manner.

How to manage your cookie settings

Many web browsers, such as Internet Explorer, Google Chrome or Safari, will allow some control over cookies through their settings. To manage your cookie settings, please refer to your browser software. For more information about cookies and how to delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

Fields of Life Northern Ireland: Charity No: NIC104839 | Company No: 30695 Fields of Life, House of Vic-Ryn, Moira Road, Lisburn, Co. Antrim, BT28 2RF Telephone: +44 (0)28 92636200 | info@fieldsoflife.org | www.fieldsoflife.org