



## **Actors' Benevolent Fund**

### **Privacy Notice**

This privacy notice explains how the Actors' Benevolent Fund ('the ABF') uses any personal information we collect about you.

#### **What information do we collect, and why?**

The ABF collects and uses personal data on the basis that it is in its legitimate interests to do so, for example, to decide how much financial support we can offer to an individual applying for help. We only use personal data when an individual asks the ABF to process it – e.g. applying for help, applying to become a member of the charity, making a donation, or making a purchase from our shop.

#### **How long do we keep this information?**

A beneficiary's personal information is kept for a period of seven years from the date of the ABF's final donation to the individual. A member's personal information is kept for a period of seven years from the date of membership withdrawal (membership is withdrawn if annual membership subscriptions go unpaid for a period of 14 months, or if a person cancels their membership). We keep records relating to donors for a period of seven years. We keep details of shop purchases for a period of seven years. Records are deleted after the seven-year period has elapsed.

#### **Who do we share your information with?**

We share your information with our appointed auditors, lawyers and professional advisors if they need information to provide advice or complete their work (e.g. auditing).

If requested, we will share your information with agencies such as fraud prevention agencies, the Information Commissioners Office, HMRC, the Police, or if instructed by a Court.

Some ABF beneficiaries require support beyond the remit of the charity's resources. With their express consent, we share an applicant's information with other charities that may be able to offer support.

The ABF will never sell your information to third parties (e.g. for marketing purposes).

We do not share your information with organisations outside the European Economic Area, but some regulatory bodies may do so, e.g. HMRC.

This privacy notice only applies to the Actors' Benevolent Fund, and not to any organisations that we may share your information with.

#### **Marketing**

If you request it, we will send you information about ABF products by email – specifically our range of Christmas cards that are on sale throughout the year. If you have consented to

receive email marketing from us, you can opt-out at any time. Where it is in our legitimate interests we may send you this information by post. You have a right at any time to stop us from contacting you for marketing purposes. You can do this by calling us on 020 7836 6378, emailing [office@abf.org.uk](mailto:office@abf.org.uk), or writing to us at 6 Adam Street, London, WC2N 6AD.

### **Your rights**

You have rights in relation to the data we hold about you. You should contact the Information Commissioners Office for full details of your rights. You are entitled to a copy of the information we hold about you in an accessible format, in order to request that we correct any errors in the information we hold about you. In some circumstances we are required to retain copies of information we hold about you by other regulations – e.g. if we offered you help because of an illness or injury, we would keep details of that illness or injury as it informed our decision-making process. If you want to exercise your rights in regard to your personal data, you should contact the ABF's General Secretary, who is also the ABF's data protection officer. You can do this by calling the General Secretary on 020 7836 6378, emailing [office@abf.org.uk](mailto:office@abf.org.uk), or writing to us at 6 Adam Street, London, WC2N 6AD. You can contact the Information Commissioners Office in its capacity as the ABF's regulatory body regarding your data.

### **Other websites**

The ABF website contains links to other websites. This privacy notice applies only to our website. When you use a link to access another website you should read the privacy notice of that site.

### **Changes to this notice**

From time to time we may update this notice in line with regulatory changes. This privacy notice was last updated in May 2018.

### **How to contact the ABF**

Telephone us on 020 7836 6378

Email us at [office@abf.org.uk](mailto:office@abf.org.uk)

Write to us at:

The Actors' Benevolent Fund  
6 Adam Street  
London  
WC2N 6AD

**The Actors' Benevolent Fund is a registered charity, no. 206524, and a company limited by guarantee, no. 00243374.**

**We are regulated by the Charity Commission and the Information Commissioners Officer.**