### Introduction

The FGG is committed to protecting your privacy and security. This policy explains how, and why we use your personal data, to ensure you remain informed and in control of your information.

This Privacy Notice applies to anyone that the organization comes into contact with, including but not exclusively, members, volunteers, event participants, the general public, professional contacts, journalists, etc.

The FGG asks everyone to "opt-out" for marketing communications. This means you have the choice of receiving these messages, or not, and the choice of how you want to receive them: via email, phone or post.

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact the <a href="mailto:privacy@gaygames.net">privacy@gaygames.net</a>.

We will never sell your personal data and will only ever share it with organizations we work with, and where necessary, we will ensure that its privacy and security are guaranteed.

### About the FGG

In this policy, wherever you see the words 'FGG, 'we', 'us' or 'our', it refers to the FGG.

### What information do we collect?

Personal data you provide

We collect data you provide to us in the course of our usual operations. This includes information you provide when joining as a member or registering for an event, subscribing to our newsletter or communicating with us. For example:

Personal details (name, date of birth, email, address, telephone etc.) when you register for an event; Financial information (payment information such as credit/debit card) or bank transfer details when you complete membership payment forms or reimbursements.

Information created by your involvement with the FGG

Your activities and involvement with FGG will result in personal data being created. This could include details of how you have been involved with our campaigns and activities.

Information we generate

We may analyze the information we hold, which can in turn, generate personal data. For example, by analyzing your involvement with our work we may be able to build a profile, which helps us decide which of our communications or events are likely to interest you.

Information from third parties

We sometimes receive personal data about individuals from third parties. For example, if we are partnering with another organization and they share your contact with us.

You should check the Privacy Notice of the third party services provider when you give your information to fully understand how they will process your data.

We may collect information from social media where you have given us permission to do so, or if you post or comment on one of our social media pages, or if you contact us on these via direct message.

# Sensitive personal data

We do not collect or store sensitive personal data, such as information relating to health, dietary, sexual orientation, ID details, about our members, volunteers or event participants. However, there are some situations where this will occur (e.g. if you register to attend an event). If this does occur, we will take extra care to ensure your privacy rights are protected.

### Accidents or incidents

If an accident or incident occurs at one of our events or involving one of our staff, including volunteers, then we will keep a record of this (which may include personal data and sensitive personal data). We may also be required to share this with the appropriate statutory bodies.

### Volunteers

If you are a volunteer, then we may collect extra information about you (e.g. references, criminal records checks, emergency contact information, medical conditions, etc.). This information will be retained for legal reasons, to protect us and you (including in the event of an insurance or legal claim) and for safeguarding purposes.

### How we use information

We only ever use your personal data with your consent or where it is necessary to enable us to:

Enter into, or perform, a contract with you;

Comply with a legal duty;

For our own (or a third party's) lawful interests, provided your rights don't override these. In any event, we will only use your information for the purpose or purposes it was collected for (or else for closely related purposes):

## Marketing

We use personal data to communicate with people and to promote initiatives and opportunities. This includes keeping you up to date with our news, updates, campaigns and funding information, among others.

### Administration

We use personal data for administrative purposes. This includes:

- Receiving payments (bank details)
- Maintaining databases of our volunteers, members and event participants, outreach recipients, media contacts, newsletter subscribers;
- Performing our obligations under membership contracts and outreach funding agreements;
- Helping us respect your choices and preferences (for example, if you ask not to receive specific material, we will keep a record of this).

# Internal data analysis

We may analyze data from our contacts to determine the success of campaigns, better understand feedback and to identify trends.

## Anonymized data

We may aggregate and anonymize personal data so that it can no longer be linked to any particular person. This information can be used for a variety of purposes, such as recruiting new members or to identify trends within our existing membership scheme. This information helps inform our actions and improve our campaigns, products/services and materials.

## Disclosing and sharing data

We will never sell your personal data. If you have opted-in to communications, we may contact you with information about our partners or third party products and services, but these communications will always come from us and are usually incorporated into our own communications such as newsletters.

Occasionally, where we partner with other organizations, we may also share information with them (for example, if you register to attend an event being jointly organized by us and another organization or take part in a program of a project in which we partner with another organizations). We will only share information when necessary and for the purposes that you have provided the data to us.

### Marketing

We ask you to "opt-out" for marketing communications.

This means you choose if you want to receive these messages or not, and we ask you how you want to receive them (post, phone, email).

You can decide not to receive communications or change how we contact you at any time. If you wish to do so please contact <a href="mailto:privacy@gaygames.net">privacy@gaygames.net</a>

What does 'marketing' mean?

Marketing includes news and information about:

- Our organization and campaigns
- Our role in educating on, preventing and tackling discrimination and promoting social inclusion;
- Volunteering and job opportunities;
- Funding opportunities;
- Our events, and activities
- Products, services and offers (our own, and those of third parties which may interest you);
- Taking part in projects.
- When you receive a communication, we may collect information about how you respond to or interact with that communication, and this may affect how we communicate with you in future.

Newsletters and other publications

Throughout the year, we provide newsletters as a benefit to our members. We send these out to all our members and sometimes other contacts (unless you specifically ask us not to), and you can choose to unsubscribe at any time.

# How we protect data

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorized access to, or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information. These systems are also compliant with the new General Data Protection Regulation (GDPR) policy

Payment security

If you use a credit card to pay a membership fee or purchase something online, your payment will be processed using PayPal, Stripe, or Wild Apricot and no payment information will be kept on our servers.

Of course, we cannot guarantee the security of your home computer or the internet, and any online communications (e.g. information provided by email or our website) are at the user's own risk.

# **Storage**

The FGG operates world-wide and we store our data within the United States. Some organizations that provide services to us may transfer personal data outside of the United States; however, these transfers will be subject to adequate data protections.

How long we store information

To comply with new data regulations, effective 15 June 2020, we are required to make sure that we use and store information for as long as it is required for the purposes it was collected for. How long information will be stored for depends on the information in question and what it is being used for.

We will regularly review what information we hold and delete what is no longer required.

## Keeping you in control

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- The right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- The right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- The right to have inaccurate data rectified;
- The right to object to your data being used for marketing or analysis;
- Where technically feasible, you have the right to see personal data you have provided to us, which we process, automatically on the basis of your consent or the performance of a contract. This information will be provided in a common electronic format.

Please keep in mind that there are exceptions to the rights above and, although we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

# Cookies and links to other sites

Cookies

Our website uses local storage (such as cookies) to provide you with the best possible experience and to allow you to make use of certain functionality (such as being able to shop online).

Links to other sites

Our website contains hyperlinks to many other websites. We are not responsible for the content or functionality of any of those external websites but please let us know if a link is not working.

If an external website requests personal information from you, the information you provide will not be covered by our Privacy Policy. We suggest you read the privacy policy of any website before providing any personal information.

### Social Media Sites

We operate a number of social media pages such as Facebook and Twitter. Although this policy covers how we will use any data collected from those pages, it does not cover how the providers of social media websites will use your information. Please ensure you read their privacy policy before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.

# Changes to this privacy policy

We will amend this Privacy Policy from time to time to ensure it remains up-to-date and that it accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was initiated on 15 June 2020.