

# Friends of Matthew Rusike Children's Home

## Privacy Policy

### **Our contact details:**

Name: Friends of Matthew Rusike Children's Home

Address: 3 Badgers Green, Kingsbridge, Devon, TQ7 1UE

E-mail: Chairman – Carol Banham [chairman@friendsofmatthewrusike.org](mailto:chairman@friendsofmatthewrusike.org);

Treasurer – Niki Phillips [treasurer@friendsofmatthewrusike.org](mailto:treasurer@friendsofmatthewrusike.org);

### **The type of personal information we collect:**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

### **How we get the personal information and why we have it:**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To send you our newsletters;
- To communicate with you regarding your donations;
- To enable us to claim gift aid;
- To communicate with you regarding any other relevant charity matters

We also receive personal information indirectly, from the following sources in the following scenarios:

- From various third-party providers that you may use to route donations to us (such as the Charities Aid Foundation, Stewardship, Give as you Live, Donr)

We use the information that you have provided the third-party provider in order to communicate with you regarding your donation, or to enable us to claim gift aid.

We may share this information with HMRC.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Chairman or the Treasurer as listed above.
- (b) We have a legitimate interest.

## How we store your personal information:

Your information is securely stored digitally, with access restricted to personnel with a legitimate need to see it.

We keep names, postal addresses and email addresses for an indefinite period of time, or until you notify us that you no longer wish us to store your information. We will then dispose of your information by deleting your details from our contacts lists.

We keep personal information related to gift aid declarations for an indefinite period of time. If you notify us that you no longer wish us to claim gift aid on your donations, your personal information will still be stored for a period of 6 calendar years following the year in which the consent to gift aid has been cancelled, to comply with HMRC regulations.

## Your data protection rights:

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact either the Chairman or the Treasurer as listed above if you wish to make a request.

## **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to either the Chairman or the Treasurer as listed above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>