



Data Privacy Policy

This policy explains when and why we collect personal information about our supporters, how we use it, how we keep it secure and your rights in relation to it.

We may collect, use and store your personal data, as described in this Policy and as described when we collect data from you.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

Personal Data retained by the Charity comprises the following:

A. Supporter's name, address, telephone numbers, e-mail address

- For distributing the newsletter and managing Giftaid claims.

- For the purposes of our legitimate interests in operating the Charity.

B. Photos and videos of supporters for promoting the Charity's activities on its web site, on social media, and in press release (these will only be used with prior agreement).

We will seek new supporters' consent for these details to be retained and processed by way of the Giftaid/Consent Form. Existing supporters are provided notification of changes to Data Privacy policies and have the opportunity to withdraw their consent at any time by contacting us by e-mail or letter. At the point of implementing this policy consent is assumed in the absence of any such withdrawal.

We will not transfer your personal data outside the UK without your consent.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure. Any donations to the Charity will be paid directly into the Charity's bank account at the bank or by secure means, such as BACS, and supporter's bank details will not be known to, or stored by, the Club.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

We will hold your personal data on our systems for as long as you are a supporter of the Charity and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims. Should we receive any financial information, we will securely destroy it once we have used it and no longer need it.

Under the GDPR, you have rights to access your personal data, to be provided with information about how your personal data is processed, to have your personal data corrected, to have your personal data erased in certain circumstances or to object to or restrict how your personal data is processed.

You have the right to take any complaints about how we process your personal data to the Information Commissioner: Website: <https://ico.org.uk/concerns> (tel: 0303 123 1113).
Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Charity's Secretary.

Responsibility Statement

The information contained in this Guidance represents Make a Difference Schools – Mombasa Charity's interpretation of the law as at the date of this edition. The Charity takes all reasonable care to ensure that the information contained in this Guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.