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|  | **Insurance Industry Charitable Foundation UK**  **Privacy Policy**  May 2018 |

## Introduction

This Privacy Policy sets out how The Insurance Industry Charitable Foundation UK (‘IICF UK’) uses and protects any information that you give when you interact with the Foundation.

IICF UK is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when interacting with IICF UK (for instance, attending events or volunteering), then you can be assured that it will only be used in accordance with this privacy statement.

IICF UK will review this policy annually and will place a notification on its website when any changes to the policy are made.

## About Your Personal Information

### When we collect information from you

We collect information from you when you:

* request information about the IICF UK,
* register to receive our newsletter,
* register to volunteer or attend an event,
* make a gift-in-kind or donation,
* express interest in learning more about IICF;
* join our Board of Directors, or Associate Board, or
* become an Affiliate or Committee member.

### Information do we collect from you

We may collect the following information:

* name, job title, company
* company or personal address
* email address and phone number
* information relevant to our services including interests and postcode
* other information relevant to a particular purpose (e.g., dietary requirements for an event)

If you make a donation or register for an event online, your card information is not held by IICF UK. It is collected by third party payment processors, who specialise in securely capturing and processing credit/ debit card transactions.

### How we use your information

We may use your personal information to:

* Process a donation you made
* Process your registration for an event or volunteering project
* Send communications you’ve requested or that may be of interest to you
* Manage internal records and administration for committee, board and affiliate members
* Carry out obligations arising from contracts you’ve entered into with us

We may also use your personal information for administrative purposes; for instance, to confirm receipt of a donation.

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you; for instance, a volunteering project.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us at giveback@iicf.com.

### Updating and accessing your information

The accuracy of your information is important to us. If any information we hold about you is inaccurate or out of date, please contact us and we will promptly correct any information found to be incorrect.

You have a choice about whether or not you wish to receive information from us. If you no longer wish to receive direct marketing or other communications from IICF UK, you can change your preferences at any time.

You can also change your preferences or opt out of receiving emails IICF sends through EventBrite and Mail Chimp by clicking on the ‘update your preferences’ or ‘unsubscribe’ links at the bottome of each email.

Under the new General Data Protection Regulations, you have the right to request a copy of the information IICF holds about you. Unless the request is unusually complex, IICF will provide this information within one month at no cost.

To change your communication preferences, or to correct or access the information we hold about you, please go to our website or contact us at [giveback@iicf.com](mailto:giveback@iicf.com).

### Retention of your information

We will hold your personal information on our systems for two years (unless you ask for your information be deleted), or as long as is set out in any relevant contract you hold with us. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid).

## Third Party Access

We will not distribute or sell your personal information to third parties for marketing purposes.

### Third Parties working on our behalf

IICF UK may pass your information to our third-party service providers and systems for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and event registrations). When we use third party service providers, we disclose only the personal information that is necessary to deliver the service. We have contracts in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

### Third Parties IICF UK works in associate with

### IICF UK may transfer your personal information to a third party if it has a duty to disclose or share your personal data to comply with legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of its supporters or suppliers. When this is required, we will take steps to ensure your privacy rights continue to be protected.

### International transfers

IICF UK may transfer your personal information to IICF divisions in the United States; for instance, to process your registration for events taking place in the United States, or to communicate updates regarding the Board of Directors. IICF divisions in the UK and Unites States have policies and procedures in place to ensure your data is kept secure.

## Security

### Security measures in place

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure,we have put in place suitable operational procedures to safeguard and secure the information we collect and process.

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website.

*Policy last updated Mayl 2018*