SAVE A CHILD UK PRIVACY NOTICE - JUNE 2018

INTRODUCTION
This privacy notice gives you details of how we collect and process your personal data. By providing us with your data, you warrant to us that you are over 13 years of age. Save A Child UK (‘SaC UK’) is the data controller and we are responsible for your personal data.

CONTACT DETAILS
Full name of legal entity Save a Child UK
Email address for communications concerning your data: bill@h2glenfern.com or louise.sykes@xlcatlin.com
Postal address: Save a Child UK 27 Canning Cross, London, SE5 8BH
It is very important that the information we hold about you is accurate and up to date. Please tell us by email if your personal information changes.

Please know that ‘personal data’ means any information capable of identifying an individual. It does not include anonymized data.

WHAT DATA DO WE COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUND WE PROCESS IT?
SaC UK may process the following categories of personal data about you:

- Communication Data that includes any communication that you submit whether that be through the donation/sponsor form on our website, through email, text, social media messaging, social media posting or any other communication that you send us or provide to us at SaC UK events. We process this data for the purposes of communicating with you, for record keeping and (in the unlikely event) of dealing with legal claims.

- Sponsor Data that includes data relating to your name, title, postal address, email address, phone number and contact details. We process this data to provide support and sponsorship for our children in India and to keep records of such transactions. Our lawful ground for this processing is fulfilling of our charitable functions and using your donations as agreed between us.

- Please note that we do not hold any of your banking or credit card details, as sponsorship is arranged directly between you and your Bank/Building Society, although we do of course retain records of what you have agreed to provide by way of sponsorship or donations as well as the methods and dates of those payments.

- Please note that we maintain data on the children sponsored in your name in India and those are linked specifically to you in our on-line database. Data on sponsored
children includes names and other information as well as photographs and notes from field trip made to India and communications we have received from the homes in relation to those children. The security we put in place on the sponsored children’s data is an integral part of our Safeguarding Policy

- User Data that includes data about how you use our website and any online services together with any data that you post for publication on our website. We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain back-ups of our website and/or databases and to enable publication and administration of our website, other online services and business. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website
- We will only use your personal data for the purpose it was collected for, namely for running our charity and sponsoring and assisting children in India. We do not, and will not, make any other use of it
- We may process your personal data without your knowledge or consent where this is required or permitted by law
- We do not carry out automated decision making or any type of automated profiling

HOW WE COLLECT YOUR PERSONAL DATA
We may collect data about you when you provide the data directly to us (for example, by filling in forms on our site, by sending us emails, by responding to invitations to SAC events).

DISCLOSURES OF YOUR PERSONAL DATA
We may have to share your personal data with service providers who provide IT and system administration services; professional advisers including lawyers, bankers, auditors and insurers; and Government bodies that require us to report our processing activities. We do not provide or sell your data to third parties other than as set out above.
We will send your name and the child sponsorship details to the homes in India when processing payments for the children but this will not include any financial, contact or any other details whatsoever.
We will also use your name and information when applying for Gift Aid refunds but we do not hold your tax information or national insurance number or account details.

INTERNATIONAL TRANSFERS
Countries outside the European Economic Area (EEA) do not always offer the same levels of protection to your personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria.
Your online data is currently stored with DigitalOcean which is part of the EU-US Privacy Shield. This means they have GDPR safeguards in place and therefore meet the necessary criteria. Access is limited to our nominated data processing handlers.

DATA SECURITY
We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed or accessed without authorization. We allow access to your personal data only to our trustees and nominated data handlers. They will only process your personal data on our instructions and they must keep it confidential.
DATA RETENTION
We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements, and to keep you in touch with the whereabouts and progress of your sponsored children and use of your donations to programs and general use. But as set out below, you have the right to ask for that information to be deleted at any time.

YOUR LEGAL RIGHTS
Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent.
You can see more about these rights at: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/
If you wish to exercise any of the rights set out above, please email us at the email address above. You will not have to pay a fee to access your personal data (or to exercise any of the other rights).
We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.
We try to respond to all legitimate requests within one month. We will notify you should there be any delay in response.
If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first.

End.