



PRIVACY POLICY FOR THE HALLER FOUNDATION

(20th May 2018)

Who we are

“We” means The Haller Foundation, registered charity number: 1101725. We are registered with the ICO as a data controller; registration number: Z9786424.

Your Privacy

Everyone has rights with regard to the way in which personal data is handled. We never sell your data to a third party nor do we share your details with any other entities for marketing purposes

How do we collect your information

We collect information you give us by email, forms on the website, over the telephone, face to face or by postal mail. When you sign up to an event or make a donation to us, you also provide us with personal information.

Information we collect

If you support us, for example: make a donation, volunteer, register to fundraise or sign up for an event, we will usually collect the following information: Your name, address, DOB, email address, bank or credit card details.

Where it is necessary, we may also ask for: Information relating to your health (for example if you are taking part in a high risk event) or, why you have decided to donate to us. We will never make this question mandatory, and only want to know the answer if you are comfortable telling us.

Why we need your data.

We need to know very basic personal data for the proper record-keeping and the necessary administration of The Haller Foundation. It enables us to provide you with ongoing news and organisational updates, and funding information which is deemed a legitimate interest of the charity and its beneficiaries.

We will mainly use your data to: Administer your donation or support your fundraising, including processing gift aid and to keep you up to date with how your support is having an impact.

With your consent, we may contact you to let you know about the progress we are making and to ask for donations or other support. .

We do not sell or share personal details to third parties. But, if we run an event in partnership with another named organisation, your details may need to be shared.

Is the information you provide secure?

We make every effort to protect your personal data. Laptops are for sole use only and password protected, as are our emails. We undertake regular reviews of who has access to information that we hold, to ensure that your information is only accessible by appropriately trained staff.

Any data that is not deemed as necessary on a day to day basis, is held securely off-site. Please note, that no data transmission over the internet can be guaranteed to be 100% secure.

How long we keep your data

We are required under UK tax law to keep your personal data for a minimum of 6 years after which time it will be destroyed.

It is important that we hold the right data for you, so please let us know if any details changes.

Your rights

You have the right to ask us to stop processing your personal data, and if it's not necessary for the purpose you provided it to us for (e.g. processing your donation or registering you for an event) we will do so.

You have a right to ask for a copy of the information we hold about you and if there are any discrepancies in the information we provide, please let us know and we will correct them.

If you want to see the information we hold for you, please send a description of the information you want to see and proof of your identity by post to: The Haller Foundation, 71 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BG. We will not accept these requests by email, that way we can ensure that we only provide personal data to the right person.

Should you have any queries, or indeed wish us to take you off our database, please email: data@haller.org.uk

Finally, if you are at all concerned with how we have handled your information, you have the right to complain to the ICO.