

## **EVC Uganda**

### **Privacy Policy**

#### **Introduction**

Your privacy is important to us. We will do all we can to protect your privacy and make sure your personal data is kept safe. This policy explains how we collect data, how we store that data and what it means to you.

#### **The Charity**

EVC Uganda raises funds to provide an education for poor and destitute children in the Masaka diocese of Southern Uganda. We also raise funds to carry out building and associated works in the schools.

EVC Uganda is a UK registered Charity in England and Wales (number 1158189) and our registered office is Chapel Corner, 1 Church Road, Willington, Bedfordshire MK44 3QD.

#### **Information we collect**

We only collect and store information that you have directly given us.

We do not collect data from third parties or organisations, website cookies, social media features or widgets or partner charities. We do not process any data except for legal and financial management purposes.

Information we collect includes your name, address, telephone number, email address, sponsored child's name, sponsorship amount and payment dates. We also keep a record of whether payments are gift aided.

We try to collect information on donors who donate via the giving page on our website. This is to establish contact and say thank you. We respect the privacy of a donor if they have decided to remain anonymous.

On certain occasions, eg trips to Uganda, we may need additional information from volunteers or visitors such as passport numbers and DOB, etc, but all information will be deleted from our records after the visit.

We store personal information on our volunteers and trustees such as CVs, interview notes, references, DBS certification and subsequent correspondence.

#### **What we do with your information**

We use personal data for the sole purpose of managing payments of sponsorships and carrying out wishes on where donations should go.

Data processing may be required for financial purposes, eg processing donations, claiming gift aid, drawing up audited accounts, etc. This is a legal requirement.

We process data to carry out financial management summaries on setting targets for fundraising and to monitor and manage the performance and progress of the charity.

We do not carry out client profiling.

### **How long we keep information**

We will keep your personal information only for as long as we consider it necessary to carry out legal, tax and accounting obligations.

For example, we will retain details of sponsorships and donations for up to 7 years to meet tax and accounting requirements.

Personal data given to us for UK or Ugandan visits will be deleted after the visit.

We will delete personal data given to us by volunteers and trustees on their leaving the charity.

### **Security of data**

The data protection officer for EVC Uganda is Gordon Lland.

We ensure that access to personal data is restricted only to those personnel whose roles require such access and that suitable training is provided for these people.

We do not hold personal data on our website or Dropbox. We may store personal information on personal computers but these are password protected.

The gift aid secretary holds sponsors and donors contact details on returned gift aid forms. To maximise our income from gift aid, those who have not returned gift aid forms are contacted and asked to do so.

All paper copies of personal information are kept secure at the registered office.

We do not use external companies for such activities as mailing, marketing and fundraising. We will never forward on your personal data to any individual or outside company. We do not store credit card or bank details.

We may need to pass on information if required by law or by a regulatory body, for example as part of a gift aid audit by HMRC or if asked for details by a law enforcement agency.

### **Children's personal details**

We only issue children's names and not their location. No electronic (email) communication is allowed between sponsors and sponsored children. All written correspondence and gift parcels between sponsors and sponsored children and vice versa goes through and is vetted by our Ugandan Project Director.

We facilitate mail services between Uganda and the UK but we do not record individual items of postage.

The use of children's images and personal data can only be used by us if their parent or guardian or school guardian has given permission.

We do not hold personal data on children on our UK database. Personal data is held by the EVC administrator in Uganda and by the EVC Secretary in the UK at the registered office.

We do not monitor the academic progress of children. The educational progress of children is the sole responsibility of the schools in Uganda.

We do however type a short summary for each child each year to send to respective sponsors. We do this from information recorded on school reports or other communication. We keep these summaries for reference in subsequent years.

### **Volunteering with us**

When you provide personal data on applying for a volunteering or trustee role with us we will store this data to:

- To comply with the law
- Support the recruitment process
- Answer any queries
- Contact third parties to provide references
- Carry out DBS checks
- Support and assist volunteers with disability

### **Legal basis**

We store information for the primary purposes of managing our child sponsorship and projects in Uganda and for communicating information to sponsors.

This is on the understanding that:

- You have given us clear consent to store data
- The storing of data is necessary for managing our sponsorships and projects
- The data is necessary for us to comply with the law

### **Your rights**

You have the right to:

- Be informed
- Have access to your information
- Rectify such information

- Erase information
- Restrict processing
- Restrict data portability
- Object to any data storage or processing matter

To find out more please refer to the information commissioner's website <https://ico.org.uk>

### **Seeing your personal information**

You can request to see your personal information at any time by contacting the charity secretary, Judi Fawcett on [info@evcuganda.org](mailto:info@evcuganda.org). We do not charge for this service.

You can change your personal information at any time.

You can request us to delete information at any time. However, there is some information that we need to keep for legal, financial or administration reasons.

### **Consent**

If you are happy to continue to receive communications on the following:

- Promote EVC events
- Periodic newsletters
- Children's letters
- School reports

You do not need to do anything.

### **This privacy policy**

The Trustee Board of EVC Uganda will review and update this privacy policy on a yearly basis. A copy of our approved policy can be found on our website, or a copy can be sent to you by contacting the charity secretary.

This policy is approved by the Board of EVC Uganda.

Signed by the Chairman Ted Fawcett:



Date: 15 April 2018