**Privacy Policy: Ethiopian Heritage Trust (UK)**

Effective date: 10/9/2023

**1. Who we are?**

The Ethiopian Heritage Trust-UK (‘the Trust') is a not-for-profit charity based in the UK. We are registered with the Charity Commission 11689 and are registered with HM Revenue and Customs (HMRC) for Gift Aid purposes. The Trust reserves the right to collect and determine the usage of your personal information. We are committed to safeguarding the privacy of your personal information. This Privacy Policy outlines the methods by which we collect, use, disclose, transfer, and store your personal information.

**2. What is personal data?**

What Constitutes Personal Data?

According to the European Union’s General Data Protection Regulation (GDPR), personal data is categorised as:

'Any information that relates to an identified or identifiable natural person (known as a 'data subject'). An identifiable natural person can be distinguished, either directly or indirectly, by referencing an identifier like a name, an identification number, geographical coordinates, an online username, or one or more elements pertaining to the individual’s physical, physiological, genetic, psychological, financial, cultural, or social characteristics.

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**3. What personal data does the Trust collect?**

* What Personal Data Does the Trust Collect?
* Based on your interactions with the Trust and our services, we may collect any or all of the following types of personal data:
* • First and Last Name
* • Email Address
* • Residential Address
* • Contact Numbers

**4. Why does the Trust collect and store personal data?**

The Trust is required to gather personal data to maintain records of its members and donors, in accordance with Charity Commission guidelines, and to carry out direct marketing initiatives. We are committed to ensuring that the information we collect is both relevant and appropriate for these purposes, while diligently protecting your privacy.

**5. How will the Trust Use the Personal Data Collected About Me?**

The Trust will manage your provided information in compliance with the European Union’s General Data Protection Regulation (GDPR). We strive to keep your data accurate and current, retaining it only for the period necessary for its intended use. The Trust is mandated to maintain specific records for legal compliance, including those necessary for income tax and auditing purposes. The retention duration of various types of personal data may also be dictated by industry-specific guidelines and mutually agreed-upon practices. In some cases, data may be stored for longer periods to meet particular business requirements.

**6. Will the Trust share My Personal data with Third Parties**

The Trust may share your personal data with third-party service providers contracted to work on behalf of the Trust. These third parties are required to handle your data securely and use it exclusively for the provision of services that the Trust is committed to delivering to you. Once the service is completed, these third parties will dispose of your data in accordance with the Trust’s data retention policies. Should we need to share your sensitive personal data with a third party, we will seek your explicit consent, unless legal obligations dictate otherwise.

**7. How Long Will the Trust Retain My Data?**

* The Trust will retain your personal data based on legitimate business interests, which may vary depending on the specific service. For instance:
* If you have an ongoing annual donation subscription, the Trust may retain certain personal data for the duration of that subscription.

**8.**What Rights Do I Have Regarding My Personal Data?

At any point while the Trust is in possession of or processing your personal data, you have the following rights:

• Right of Access – You have the right to request a copy of the information we hold about you.

• Right to Rectification – You have the right to correct any inaccurate or incomplete data that we hold about you.

• Right to Erasure – Under specific conditions, you can request that the data we hold about you be deleted from our records.

• Right to Restrict Processing – Under certain conditions, you have the right to restrict how your data is processed.

• Right to Data Portability – You have the right to transfer the data we hold about you to another organisation.

• Right to Object – You can object to specific types of data processing, such as direct marketing.

• Right to Object to Automated Processing and Profiling – You have the right not to be subject to decisions based solely on automated processing, including profiling.

. Right to Judicial Review – If the Trust denies your access request, you will be provided with a reason and have the right to seek judicial review, as outlined in the 'How to File a Complaint' section below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

**9.**How Can I Access the Personal Data the Trust Holds About Me?

* Upon your request, the Trust can confirm what information we have about you and how it is being processed. Should the Trust possess personal data relating to you, you are entitled to request the following information:
* • Identification and contact details of the individual or entity responsible for determining how and why your data is processed.
* • Contact information for the Data Protection Officer, if applicable.
* • Purposes and legal grounds for data processing.
* • If the processing relies on the Trust’s or a third party’s legitimate interests, details about those interests.
* • Categories of personal data that have been collected, stored, and processed.
* • Identified recipient(s) or types of recipients to whom the data may be disclosed.
* • Information on any intended transfers of personal data to third countries or international organizations and the safeguards in place.
* • Duration of data storage.
* Your rights to correct, delete, limit, or object to the data processing.
* • Your right to withdraw consent at any time.
* • Guidance on lodging a complaint with the supervisory authority.
* • Whether providing personal data is a legal or contractual obligation, or a necessary condition for entering into a contract, as well as the implications of not providing the data.
* • If the data was not sourced directly from you, its origin.
* • Details on automated decision-making processes, including profiling, and meaningful insights into the logic, significance, and anticipated impact of such processes.

**10.  What Forms of Identification Are Required to Access My Personal Data?**

* When you request information about your personal data, the Trust will accept the following forms of identification:
* • Passport
* • Driving License
* • Birth Certificate
* • Utility Bill (dated within the last 3 months)

**11.** **How Can I Contact the Trust Regarding This Privacy Policy?**

Should you have any questions or concerns related to this Privacy Policy, you may reach out to us through the contact methods provided below:

* Name – Michael Sargent
* Email –  inf@ethiopianheritagetrustuk.org
* Phone – 0300 365 1417

**12.  How Can I File a Complaint?**

If you have concerns about how your personal data is processed by the Trust—or by third parties as elaborated in the 'What Rights Do I Have?' section—you may lodge a complaint with the Trust's data protection representatives. For their contact information, please refer to the 'How Can I Contact the Trust Regarding This Privacy Policy?' section. You also have the right to file a complaint directly with the relevant supervisory authority, whose contact details are as follows:

* Name – Information Commissioner’s Office (ICO)
* Address – <https://ico.org.uk/global/contact-us/>
* Email – registration@ico.org.uk
* Phone – 0303 123 1113