

Privacy Policy: Ethiopian Heritage Trust (UK)

Effective date: 15/12/2019

1. Who we are?

The Ethiopian Heritage Trust (UK) – hereinafter referred to as “the Trust” - is a not-for-profit charity in the UK. An application has been lodged with the Charity Commission to be registered with them. The Trust is registered with HMRC for Gift Aid.

The Trust may collect and decide for themselves how to use your personal information. The Trust is committed in protecting the privacy of your personal information. As such, this Privacy Policy covers how we collect, use, disclose, transfer, and store your information.

2. What is personal data?

Under the EU’s General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”

3. What personal data does the Trust collect?

Depending on how you interact with the Trust or our services, we might collect and/or receive one or all of the following items of personal data:

- First and Second Name
- Surname
- Email Address
- Home Address

- Phone Numbers

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

The Trust needs to collect personal data for its records of members and donors (as stipulated by the Charity Commission), as well as for direct marketing activities. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

5. How will the Trust use the personal data it collects about me?

The Trust will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. The Trust is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

6. Will the Trust share my personal data with anyone else?

The Trust may pass your personal data on to third-party service providers contracted to the Trust in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to provide you with the services which we are obliged to give to you. When they no longer need your data to fulfil this service, they will dispose of the details in line with the Trust's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent unless we are legally required to do otherwise.

7. How long will the Trust keep my data?

The Trust will process personal data as far as the legitimate business interest needed; this can vary per service. For example:

- If you have a subscription to an annual donation, the Trust may process some personal data for the lifetime of you doing so.

8. What rights do I have?

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances, you can ask for the data we hold about you to be erased from our records.
- Right to the restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that the Trust refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in “How can I make a complaint?” 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. Can I find out the personal data that the Trust holds about me?

The Trust, at your request, can confirm what information we hold about you and how it is processed. If the Trust does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.

- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of the Trust or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

10. What forms of ID will I need to provide in order to access this?

The Trust accepts the following forms of ID when information on your personal data is requested:

- Passport
- Driving Licence
- Birth Certificate

- Utility Bill (from last 3 months)

11. How do I contact the Trust ?

If you wish to contact the Trust about anything within this Privacy Policy, please contact us via the below:

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

12. How can I make a complaint?

In the event that you wish to make a complaint about how your personal data is being processed by the Trust (or third parties as described in “What rights do I have?” above), or how your complaint has been handled, you have the right to lodge a complaint with the Trust’s data protection representatives (see “How do I contact the Trust”) and directly with the supervisory authority, whose details are:

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