Rukungiri Orphan Partnership (ROP)

002 - Privacy Policy

(to be sent to all new and existing sponsors)

About us

Rukungiri Orphan Partnership is a small registered Charity, registered with the Charity Commission - Registration Number No. 111785. We are required by law to provide you with our Privacy Policy which informs you how we control the data you provide to us when registering as a sponsor.

The Charity will ensure that all personal data that it holds will be:

- ☑ processed lawfully, fairly and in a transparent manner;
- ☑ collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- ☑ adequate, relevant and limited to what is necessary;
- ☑ accurate and kept up to date;
- ☑ kept in a form which permits identification of data subjects for no longer than is necessary;
- ☑ processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Identity and contact details of the data controller.

The Charity's Data Controller is Sue Read.

She can be contacted at:13 Sundridge Avenue, Welling, Kent DA16 2SR

Phone 0208 856 0893 Mobile 07946 353148

E-mail: susanread736@gmail.com

Data Subjects

This Privacy Policy applies to the trustees of the Charity and all other persons from whom the Charity is legally required to collect, process and share personal data for the purposes of compliance with UK taxation legislation.

Details of transfers to third country and safeguards

The Charity does not transfer any personal data to third countries.

The existence of each of data subject's rights:

You have the right to:

a) be informed about the your personal data held by the Data Controller on behalf of the Charity, the purpose(s) for which they are held; the manner in which they are processed; the recipients (if any) of the data;

b) to be given access to your personal data;

c) to rectification – the correction of any error in the data and/or the completion of any incomplete data;

d) to restrict processing – while you have legitimate justifiable concerns about the accuracy, validity or legality of data held by the Charity or the way in which the data are being processed. Data process may be resumed once either the cause(s) of the concern has(have) been rectified or your concerns are demonstrated to be unjustified.

e) to object to processing – while you have reasonable grounds relating to their impact on your particular circumstances. However, the processing of your data can be resumed if the Data Controller can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims;

The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

The Charity does not use any automated decision-making software in the processing of your personal data.

The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with the Information Commissioner's Office, the supervisory authority for the UK if you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data and you feel that your reasonable attempts to raise the issues and get them addressed have failed.

What additional information do we collect and when?

- ☑ All information you choose to submit to us when you communicate to us by post, e-mail, messaging, or other form of image-based (eg: photographs), sound-based (eg: sound files) or text-based communication, whether physical (eg: ink & paper) or electronic.
- ☑ Copies of any notes that we take, whether physical (eg: ink & paper) or electronic, during verbal communications between us (eg: telephone; Skype®, WhatsApp);
- ☑ Information on what we communicate to you by post, e-mail, messaging, or other form of image-based or text-based communication whether physical (eg: ink & paper) or electronic, including information in all ancillary materials (eg: attachments, images, brochures).

Is your information secure?

We take the security of your information very seriously. Your details are recorded on a database that only the data controller has access to. Details are not shared with any third parties.

We comply with the relevant prevailing legislation which requires us to have in place appropriate security measures at all times.

Where round robin emails are sent to give information, your email address will be blind copied so no identification can be made.

Updates to this policy

We will update this policy from time to time if there are any changes to our systems or if legislation changes. We will notify you by sending out an email with the new policy attached.

If you do not notify us that you wish the information that we hold on you to be deleted (*ie:* to have no further contact with us) we will take it that you accept the changes.