



Deo Duce Foundation

The Old Salvos charity supporting young people in Harrow

Privacy Notice

Who We Are

Deo Duce Foundation ("the Charity") is committed to protecting your personal information and respecting your privacy. The Charity is registered with the Charities Commission no. 1187767.

For the purposes of UK data protection law, Deo Duce Foundation is the Data Controller responsible for the personal data we collect and use.

Contact Details

Deo Duce Foundation

Address: 65 Denham Lane, Chalfont St Peter, Gerrards Cross, Bucks, SL9 0EW

Email: info@deoducefoundation.org.uk

If you have any questions about this notice or how we use your information, please contact us using the details above.

What Information We Collect

Depending on your relationship with the Charity, we may collect:

- Name
- Postal address
- Email address
- Telephone number
- Information about your involvement with the Charity
- Records of correspondence with us
- Donation and Gift Aid information (where applicable)
- Information required for employment, volunteering or trustee roles
- Any information you choose to provide to us

We aim only to collect information that is relevant and necessary for our charitable purposes.

Why We Use Your Information

We may process your personal data for the following purposes:

Supporters and Enquirers to:

- respond to enquiries;
- provide information you have requested;
- keep you informed about the Charity's activities (where appropriate).

Lawful basis: Consent and/or Legitimate Interests.

Volunteers and Trustees to:



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- administer volunteering and trustee activities;
- communicate about meetings and events;
- manage governance and operational activities.

Lawful basis: Legitimate Interests and Legal Obligations.

Donors to:

- process donations;
- administer Gift Aid claims;
- maintain financial records.

Lawful basis: Contract, Legal Obligation and Legitimate Interests.

Special Category Data

We do not normally collect special category personal data.

Where we need to collect such information (for example, health, disability, accessibility or religious information), we will only do so where permitted by law and with appropriate safeguards.

Who We Share Information With

We will not sell your personal information.

We may share information with:

- professional advisers;
- payroll providers;
- pension providers;
- HM Revenue & Customs;
- banks and payment processors;
- IT service providers;
- regulators or public authorities where required by law.

Where third parties process personal data on our behalf, they are required to protect it and use it only for authorised purposes.

International Transfers

Where personal data is transferred outside the United Kingdom, we will ensure that appropriate safeguards are in place in accordance with UK data protection law.

How Long We Keep Information

We keep personal information only for as long as necessary to fulfil the purposes for which it was collected and to comply with legal requirements.

Examples include:



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Type of Record	Typical Retention Period
Enquiries	Up to 2 years
Trustee records	Up to 6 years after leaving office
Donation and Gift Aid records	6 years

Retention periods may be extended where required by law or where legal claims may arise.

Security

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Your Rights

Under UK data protection law you have the right to:

- be informed about how your data are used;
- access your personal data;
- request correction of inaccurate information;
- request deletion of your personal data in certain circumstances;
- restrict processing in certain circumstances;
- object to processing based on legitimate interests;
- request transfer of your data where applicable;
- withdraw consent at any time where processing relies on consent.

To exercise any of these rights, please contact us using the details above.

Complaints

If you are unhappy with how we use your information, please contact us first so that we can try to resolve the issue.

You also have the right to complain to:

Information Commissioner's Office (ICO)

Telephone: 0303 123 1113

Changes to this Privacy Notice

We may update this Privacy Notice from time to time. The latest version will always be available from the Charity on request.

Version	Date	Comment	Approved by
1.0	8 / 6 / 26	Revised and extracted from other GDPR.	Trustees