



# **KRASIF AID - PRIVACY STATEMENT** **May 2018**

## **Introduction**

Krasif Aid as a Charity has a policy that all personal data will be held in accordance with the principles and requirements of current data protection and other relevant legislation, and procedures are in place to ensure the fair processing of your personal data at all times.

This Privacy Statement explains how and why we use the personal data that you provide us with, and your legal rights. Please read this information and do contact us if you have any questions.

The Charity is the data controller under the legislation and is therefore ultimately responsible for implementation. However day to day matters will be dealt with by the Data Protection Officer: Brian Clarke (see contact details below)

Please remember that you can change your preferences at any time, and if any personal data is inaccurate or incomplete, please tell us so this can be rectified.

## **Information held by the Charity**

### **1. Communications with you:**

If you sign-up to receive communications from us we will send you our main newsletter twice each year, plus we will send you shorter updates in between when appropriate. We will do this by asking for your name and address for postal purposes and also your email address, if that is your preferred method. We will also ask you to confirm that you are 18 years of age or above to ensure we are not communicating with minors without parental consent.

### **2. Applying to join a Mission Team:**

If you apply to join a Mission team hosted by Krasif Aid we will require you to provide your name, current and previous addresses, your date of Birth, telephone numbers, email address, Passport details, DBS Safeguarding information, and some other legally defined "sensitive personal data" particularly relating to health and religious beliefs.

### **3. Making donations to Krasif Aid:**

We are required by law to know who is donating money to our charity, so if you make a donation to Krasif Aid we will ask for your name and address and also your email address, if that is your preferred method of receiving acknowledgment of your donation. We will also ask for your telephone number in case of any difficulty

with payments. If you make a donation through the financial institutions we use, namely CAF Bank, Stewardship Services, BT MyDonate, and PayPal, then they will also ask for your banking or card details which they will hold rather than ourselves. Please check their privacy statements if you have any concerns.

## **The legal grounds for us processing your personal data**

There are a number of legal grounds permitted and one of the following apply to all personal data processed by Krasif Aid:

(a) Consent: we will ask you to perform a clear affirmative action (such as saying “yes” to a question or ticking an opt-in box) to allow us to process your personal data for the specific purposes mentioned above.

(b) Legal obligation: the processing is necessary for us to comply with the law. For example, storing donor information in our records for the required minimum period.

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

- We will retain your contact information until you tell us that you do not want to receive any more information about Krasif Aid.
- If you applied to join a Mission Team we will retain your application details for the time required for safeguarding purposes.
- If you have made a donation to Krasif Aid we will retain your donor information for the time required by HMRC.
- You have the right to have personal data erased. The right to erasure is also known as ‘the right to be forgotten’. Individuals can make a request for erasure verbally or in writing.

## **Sharing information with others**

Krasif Aid will never give or sell your personal data to any individual or organisation.

We will not disclose any information about you to any individual or organisation without your written consent and/or the information is already in the public domain (or that there is some over-riding reason for the disclosure).

## **Security Issues**

Relevant data protection issues will be included in all induction and training, and an internal audit of data protection compliance will be carried out at appropriate intervals.

Your personal data will be stored securely and for only as long as required. Manual files containing sensitive information about you will be labelled confidential and kept in locked filing cabinets, accessible only to relevant staff and the Chairman.

Computer files containing sensitive information about you will be password protected, accessible only to relevant staff and the Chairman.

Information no longer required will be disposed of appropriately including ensuring that data is non-recoverable from any computer system.

Our web site will not contain any personal data that is not absolutely necessary. Where information is captured on the web site, a clear policy statement will be provided, and no personal data will be captured without consent.

Photographs, recordings, videos or DVDs in which individuals are identifiable will only be used with their explicit written consent.

## **Your rights to access personal data we hold**

To access the data we hold please send requests in writing, signed by you, and addressed to the Data Protection Officer at the Charity.

The Charity aims to disclose as much information as possible within one month of a request, while respecting the right of any third party to maintain confidentiality wherever reasonable.

No charge will be made for dealing with these requests.

## **How to contact us**

In case of any queries or questions in relation to this policy please contact the Charity's Data Protection Officer:

**Brian Clarke (Chairman, Krasif Aid)**  
**53 Lumley Road, Walsall, West Midlands WS1 2LH**  
**Tel: 01922 278322 / Mob: 07990 543406**  
**Email: [brianchris@krasifaid.org.uk](mailto:brianchris@krasifaid.org.uk)**

**Krasif Aid is a company limited by guarantee registered in England & Wales No: 6533519; Registered Charity No: 1123948; (Reg'd Office address as above)**

## **How to complain**

If you have any complaints about how we handle your personal data which we are unable to resolve to your satisfaction, you have the right to contact:

### **The Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Helpline 01625 545745

[www.ico.gov.uk](http://www.ico.gov.uk)