

DATA PRIVACY NOTICE

Zambian Education and Medical Support

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Trustees of Zambian Education and Medical Support are the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees of Zambian Education and Medical Support complies with their obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public;
- To administer membership and regular donors records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers and employees;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, issues, events and fundraising needs of Zambian Education and Medical Support.

4. What is the legal basis for processing your personal data?

We have a legal obligation to process data for financial and volunteer records and to make safeguarding checks. In order to run the charity, we have a legitimate interest to process data of those supporting and providing services for the charity. We also maintain a record of charity meeting minutes under legitimate interest. We require the consent of supporters to process their data.

5. Sharing your personal data

In order to carry out legal obligations we share your data with some third parties such as HMRC all organisations are GDPR compliant.

6. How long do we keep your personal data?

We keep data in accordance with legal requirements where appropriate. Contact details of supporters are held until consent is withdrawn. We keep charity minutes in perpetuity as a historical record of the charity's activities.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the charity holds about you;

- The right to request that the charity corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the charity to retain such data;
- The right to request that your personal data is not shared;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Trustees at:

Zambian Education and Medical Support
Poplar Farm
Burnt Fen
Bury St Edmunds
Suffolk
IP28 8EA
zemscontact@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.