

Franciscan Aid

Data Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details

If you have any concerns about our use of your personal data, you can make a complaint to us

email: secretaryfaf@tssf.org.uk

What information we collect, use, and why

We collect or use the following information to receive donations or funding and to keep in touch with donors:

- Names and contact details
- Addresses
- Payment or banking details
- Donation history
- Tax payer information (for Gift Aid purposes)
- Gifts in wills

We collect or use the following information to communicate with grant applicants and Project Links:

- Names and contact details
- Addresses

We collect or use the following personal information to comply with legal requirements:

- Name
- Contact information
- Financial transaction information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with..
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.

- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within thirty days.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to receive donations or funding and keep in touch with you are:

- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Where we get personal information from

- Directly from you

How long we keep information

- **Trustee Records:** 3 years after completion of term of office.
- **Advocate Records:** 1 year after completion of Advocate role.
- **Project Link Records:** 6 years after successful application; 2 years after unsuccessful application.
- **Project Leader/Organiser Records:** 6 years after successful application; 2 years after unsuccessful application.
- **Donor Records:** Standing Order forms are forwarded to donor’s bank; Gift Aid Declaration forms and any other donor information are deleted/shredded 6 years after final donation.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

Who we share information with

Data processors

Trust Advice

This data processor manages our Gift Aid Claims

Others we share personal information with

- Relevant regulatory authorities
- External independent inspector

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated: