



DATA PRIVACY NOTICE

1. Your personal data - what is it?

Personal data relates to an 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?

Friends of Smyrna Home (FOSH) is a Charity helping to break the cycle of poverty for children and families in South India. We collect personal information from you when you offer to sponsor a child or make a donation. The Administrator is the Data Controller (contact details below). This means he/she decides how your personal data is processed.

3. How do we process your personal data?

FOSH complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining unnecessary information; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect all of this.

We use your personal data for the following purposes: -

- To send you information about, and messages from, your sponsored child.
- To keep you informed of our work.
- To process payments and where permitted re-claim Gift Aid.

4. Sharing your personal data

Your personal data will be treated as strictly confidential. FOSH will only keep your personal information as long as it is required and in line with statutory requirements. We will never pass your personal information to any other organisation.

5. How long do we keep your personal data?

FOSH will only keep your personal information for as long as it is required and in line with statutory requirements.

6. 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 FOSH holds about you
- The right to request that FOSH corrects any personal data if it is found to be inaccurate.
- The right to request your personal data is erased where it is no longer necessary for the FOSH to retain such data;
- The right to contact us with any concern, suggestion or compliment.
- The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

We will review this privacy notice from time to time, and the website will then be updated.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the FOSH Administrator at <http://www.smyrna.org.uk>

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>