

## Les Amis – Burkina Faso

Registered Charity 1120772  
11 Mare Lane, Hascombe, GU8 4JH, UK  
Tel:01483 208432  
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### PRIVACY POLICY

This Privacy Policy explains when and why we collect and hold personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure. It only applies to information we collect about you when you make a donation to us.

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#### 1 Introduction – who we are

Les Amis-Burkina Faso is a registered charity in England and Wales (1120772) whose registered address is 11 Mare Lane, Hascombe, GU8 4JH. Les Amis-Burkina Faso was set up to serve the poor of Burkina Faso.

#### 2 What information will LABF Faso collect about me?

The type of information we collect and how we use it depends on why you are providing it. We may collect information from you when you

- when you make a donation
- complete a Payment Instruction form

The personal information we collect might include

- your name, address or email address
- your telephone number
- your bank account details (if you have set up a Standing Order)
- whether you are a UK tax payer (so that we can claim Gift Aid)

#### 3 How will my information be used?

We will mainly use the data we collect to

- send you our newsletters (twice a year)
- process Payment Instructions when you are setting up a Standing Order

#### 4 When will LABF contact me?

LABF will send you a newsletter twice a year. All recipients of our newsletters are free to ask us to remove them from our mailing list at any time.

#### 5 Will I be contacted for fundraising and marketing purposes?

If you are a benefactor who has previously expressed an interest in supporting us, we may contact you directly.

## **6 What is LABF's legal basis for processing my personal data?**

The Data Protection Act and the General Data Protection Regulation require us to process personal data fairly, lawfully and transparently. We will therefore be clear with you about how we will use your data and why we are entitled to do so. When we collect and use your personal information, which we do when you make a donation, we will make sure this is only done in order to send you our mailings in which we will assume that you have a 'legitimate interest' having made a donation to us. If you are a UK tax payer and have given us permission to Gift Aid your donation, we will share the necessary information with HMRC when making a Gift Aid claim.

## **7 Will LABF share my personal information with anyone else?**

- We will not sell or pass your information to third parties other than in the circumstances set out in this policy
- We will not share your information with third parties for marketing purposes
- In other cases, we will not disclose any of your personal data except in accordance with this Policy, when we have your permission, or where we are required or entitled to do so by law

## **8 What about financial information?**

Financial information is used when you are setting up a standing order or when we are making a Gift Aid claim. As soon as you have successfully set up a Standing Order, we will shred our copy of the Payment Instruction, the original of which we will have sent to your bank.

For the purpose of making a successful Gift Aid claim HMRC obliges us to provide it with your name, the first line of the address, your postcode and the total amount of donations you have made in the Gift Aid claim period.

## **9 For how long will LABF keep my information**

We are legally required to hold some types of information to fulfil our statutory obligations (for example the claiming of Gift Aid). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. LABF is required to retain information in accordance with the law, such as information needed for income tax purposes and audit purposes.

## **10 Security of your information**

When you give us personal information, we take steps to ensure that it is treated securely on a system which is password protected. Our back-up system is encrypted.

## **11 Can I find out what personal information LABF holds about me?**

Under the Data Protection Act and GDPR you have the right to request a copy of the personal information LABF holds about you.

## **12 How to make a complaint**

If you are unhappy with the way in which your personal data has been processed by us, you may in the first instance contact LABF's Secretary using the contact details for LABF.

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