**Supporters’ Personal Information**

**St Francis Leprosy Guild is committed to protecting the privacy and security of personal information of supporters and donors. The St Francis Leprosy Guild collects personal information and is the "controller" of it under Data Protection law.**

**This privacy policy is to help you understand what personal information we collect about you, why we collect it and what we do with it.**

**Contact details**

Your personal information is collected by St Francis Leprosy Guild, Registered Charity No. 208741. St Francis Leprosy Guild's contact details are as follows:

73 St Charles Square, London W10 6EJ

If you have any questions in relation to the use of your personal information or our Privacy Policy, you can contact us by:

*Post*: 73 St Charles Square, London W10 6EJ

*Email:* enquiries@stfrancisleprosy.org

*Telephone:* 020 8969 1345

**How we collect and use your information**

Supporters and Donors

We need to keep certain information about our past and current supporters and donors to meet the requirements of financial reporting and to function effectively. We also need to process that information to meet the requirements of funding bodies, and so that we can comply with legal obligations, government regulations and charity law.

It is important to the Guild that the personal information we hold about you is accurate and current. Please keep us informed if your contact details or other personal information changes.

We will only use your personal information for the purposes for which we collected it.

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| --- | --- | --- | --- |
| **Types of Data**  | **What we collect**  | **How we use it**  | **Why we use it**  |
| **Information relating to you**  |  **Personal identifiers** such as name, home address, email address, phone numbers.  **Personnel records** which includes donations history, Gift Aid declarations and other financial records; records of invitations to events; personal correspondence and records of mailings such as the Annual Review |  **For administration** and operational purposes, financial reporting and good governance of the charity |  Compliance with legal, financial and other regulatory obligations  We have a **legitimate interest** to ensure the effective administration and management of the charity and the distribution of funds to meet our charitable purpose |

The Guild does not purchase personal data from other sources nor does it ever pass on personal data to any third party and will not do so unless required by law.

The Guild recognises that all donors and supporters have the right to know what data the Guild holds about them and the Guild will at all times respond speedily and thoroughly with such information.

**Legitimate Interests**

If you require further information regarding our legitimate interests as applied to your personal data, you may contact enquiries@stfrancisleprosy.org

Your personal information may also be processed if it is necessary for dealing with a reasonable request by a law enforcement regulatory or competent authority, body or agency.

**Retention of your information**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying accounting or reporting requirements.

In general terms this means that we will retain your personal information for the duration of your engagement with us and for seven years afterwards.

**March 2018**