



Dawliffe Hall Educational Foundation  
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## DHEF Privacy Policy

### Our Privacy Policy and promise to you

At DHEF we are committed to maintaining the security and privacy of the personal data of those who support, volunteer, work and participate in DHEF projects and activities. We appreciate and value how important privacy is to you and therefore we are committed to respecting and protecting your personal details.

As part of respecting your rights to control your personal data we will endeavour to ensure that any information you submit to us remains private and is only used for the aims and objects of this charity

### Who we are?

Dawliffe Hall Educational Foundation (DHEF) is a company limited by guarantee (Company number 01450892) and an educational charity registered by the Charities Commission of England and Wales (Charity no. 278720) and the Office of the Scottish Charity Regulator (OSCR No. SC039512).

We promote projects and activities that encourage families and especially women of all ages and cultures from every sector of society to reach their potential through formal and informal educational projects.

We are fully committed to following the General Data Protection Regulation (GDPR) guidelines for the use of any personal information given to us.

### What is personal information?

Personal information is any information you may give us that enables you to be identified. This includes your name, your home address, your home telephone number, your email address. It may also include photographs and testimonies. Depending on the circumstances of the donation or contractual relationship you have with DHEF we hold financial information such as bank details.

We process and hold personal information that we need to run the operations of the charity and for which there is a valid lawful basis.

## **How we process your information**

Processing, in relation to personal information, means anything we may do with the information, such as obtaining, accessing, recording, disclosing, destroying or using the data in any way.

We process your personal information securely to ensure protection against unauthorised or unlawful processing and against accidental loss or destruction. Your information is processed only by authorised individuals.

Depending on the activity, we will use the following reasons to process your information:

- You have given us consent to do so;
- We need to comply with a legal obligation;
- We have a legitimate interest to do so.

## **How we use your personal information**

We use your information to enable us to operate the charity and its projects efficiently, provide effective and useful educational activities for our beneficiaries and volunteers and to develop our understanding of donors and supporters, including ensuring that our communication with you is effective and in the manner you have chosen.

We will only use your information where we have a valid lawful basis to do so and will always respect your rights.

Where we use your information, it may be because you have given your consent or we have a legitimate interest to do so. Where we use legitimate interest to process your information, we will always ensure that this is done in a fair way that respects your rights. We also use your information where we have a legal obligation to do so, or because we have to fulfil contractual obligations.

## **How we obtain your personal data**

We obtain personal data directly from you for example, when:

You support the charity by fundraising or giving a donation to the charity; participate in a project or activity of the charity, reside in one of the properties of the charity, make loans to the charity; become an employee or volunteer of the charity; use the charity as an umbrella body for the Disclosure and Barring Service.

We may also obtain your personal information indirectly through fundraising websites such as Paypal Giving Fund, Charities Aid Foundation or Charities Trust. These independent third parties will only give us this information with your consent when you have indicated that you wish to support DHEF.

## **Who we share your data with**

We value your confidence and we will always ask your consent before sharing any of your personal data with third parties. We do not share any of your information with third parties for marketing purposes.

### **How long is your data retained?**

DHEF will only keep your personal data until you request its removal from our records, or for as long as it is necessary for the task performed.

### **How your data is kept secure?**

DHEF has put in place a secure procedure and physical and technological controls that help us protect your data. We store the personal data you provide us on computer systems that have access controls in place, are checked for vulnerabilities, are protected against a malicious attack and have physical access controls in our facilities.

### **Your Personal Data Rights**

You have rights over your personal information and at DHEF we are committed to honouring them for you when processing your data.

Under certain circumstances, by law, you have the right to:

- request access to your personal information
- have your personal information corrected if it is inaccurate or incomplete
- have your personal information erased from our systems where there is no longer a need for us to continue holding it
- restrict the use of your information, where you have previously provided us with your consent
- ask us to transfer your personal information to another person or organisation
- object to how your information is used.

### **How can you request access, rectify, erase, restrict, transfer your personal data?**

You can make your request either by email to [info@dhef.org.uk](mailto:info@dhef.org.uk) or by post to

Privacy and Data Protection  
DHEF  
10 Wellesley Terrace  
London N1 7NA

In order to correctly process and ensure you are the data subject, we may need to verify your identity, which may include a request for photographic identity and a proof of address.

Once your request is received and identity verified, we will communicate back to you in writing, where appropriate by electronic means. The response will be within a calendar month, unless an extension is required, which in this case we will still communicate back to you within a calendar month, outlining our justification for the additional time required.

If we do not take action regarding your request, we will provide the reasons for doing so. You also have the right to complain to the UK Information Commissioners Office (ICO) and the ability to seek to enforce this right through a judicial remedy.

### **How can you raise a concern or make a complaint?**

We are always interested in what you have to say. If you wish to provide us with any feedback regarding this policy, have a complaint or wish to exercise any of your rights to control your personal data, please contact us at [info@dhef.org.uk](mailto:info@dhef.org.uk)

If you prefer to write to us, rather than send an email, please do so at:

**Privacy and Data Protection**

DHEF

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Alternatively, if you are not satisfied with our response, you can contact our supervisory authority, which is the United Kingdom, Information Commissioner's Office (ICO) who can be contacted directly on 0303 123 1113 or by visiting: <https://ico.org/concerns>

**Changes to our Privacy Policy**

We may update this policy from time to time to reflect any changes of how we process and look after your data and how we use your information. This is to ensure our commitment to you in protecting your information and upholding your rights. You may wish to check this policy each time you provide your information to DHEF. If significant changes are made to this policy, we will notify you through our website or by another means of communication, such as email.

February 2023