



## **PRIVACY NOTICE – General**

Under Data Protection legislation the Trustees of Utange Orphans Charity are the Data Controller and can be contacted by emailing the Data Protection Trustee via [finance@utangeorphans.org](mailto:finance@utangeorphans.org).

We collect information to enable the charity to be in touch with you about the activities of the charity and to notify you of events (such as fundraising activities).

### **Information we may hold**

We may enter your name, address, email address and telephone number into our databases which are password protected and which hold names and contact details.

If you donate to us, we may hold details about your bank account and your tax position (with regards to Gift Aid).

### **What we do with the information**

- For responding to contact you have made with us which may include making a donation to the charity.
- With your consent, we will notify you of events and activities of the charity, including fundraising activities.
- Meeting our legal obligations and exercising any legal rights.

We use your information in line with our Data Protection Policy and the policies and procedures that apply to our use of your information.

### **Your rights**

You can ask to be removed from any circulation list at any time and we shall remove your information from that list as soon as possible.

You have the right to ask to see any information we hold about you by writing to the Chairman, headed 'Subject Access Request'. You also have the right to ask for information which you believe to be incorrect to be rectified.

A copy of the charity's Data Protection Policy may be found on the charity's web site <https://utangeorphans.org/>.

If you are concerned about the way your information is being handled please contact our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.