**Kumi Community Foundation Privacy Policy**

1. ***What information do we collect and how do we use it?***
2. Donors - we collect from you your full name and designation and your address (postal and/or email) and telephone number. We use this information to enable our Secretary to thank you for your donations and to keep you informed about our work. Where donors choose to complete a Gift Aid Declaration, these declarations are retained securely by the Treasurer and used only for making an application for Gift Aid.
3. Volunteers - we collect from you your full name and designation, address (postal and email), telephone number, contact details for next of kin, passport details, details of qualifications and experience, references, relevant health information and status with regards to police checks for safeguarding purposes. We use this information to:
4. enable our Treasurer to make travel arrangements,
5. enable the Team Leader of the visit to have next of kin and passport information in case of emergencies,
6. enable the Team leader to be aware of any health needs that you may have and to safeguard your wellbeing during the visit,
7. enable our Safeguarding Trustee to have evidence that we have followed the procedure for safe recruitment of volunteers laid down in our Safeguarding Policy.
8. Trustees - in addition to contact details in section (a) above, we will collect your National Insurance number if you are supporting our Treasurer in banking or in claiming Gift Aid.
9. Clients in Uganda – we collect from you (or from an adult responsible for you, if you are under 18 years of age) your name, age, gender, a mobile ‘phone contact and your district/village. We keep a record of your condition (physical needs) and the action to support you that we have agreed with you or your responsible adult. We may take a photograph of you to help us plan support for you.

We use this information to manage our work, monitor client outcomes and ensure that we are achieving our aims as a charity.

1. ***Who collects the information, how is it stored and for how long?***
2. Donors, volunteers and Trustees – the Secretary holds your information in a Contact List, held securely on a single PC, which is password-protected and backed-up regularly. Information is made available to another Trustee only when it is required for a specific purpose, such as those outlined in Section 1. The Trustee will hold the information securely and only for as long as that purpose requires it. We will hold your information until you ask us to remove it – if, for example, you no longer want to receive updates or to volunteer.
3. Clients in Uganda submit information to a Kumi Community Foundation volunteer. Paper records are then held at Kumi Hospital and kept according to the Hospital’s usual security procedures. Records that are transferred to computer are held securely on password protected computers by two Trustees for the purpose of managing the work and monitoring client outcomes. We will hold your information until you are no longer receiving support from this charity.
4. ***A note on photographs***

Photographs of volunteers at work on a visit or donors carrying out fundraising activities may be used on our website, Facebook site and/or publicity documents unless you ask us not to do so.

Photographs of clients may be used on our website, Facebook site and/or publicity documents unless you ask us not to do so. Any use will be respectful and in full accordance with our Safeguarding Policy. Photographs will be shared within the charity when at work in Uganda using WhatsApp (a secure application) on password-protected smartphones.

1. ***A note on safeguarding***

Information relating to a safeguarding concern will be retained for a period of 75 years after the last contact with the individual concerned.

1. ***Privacy promise***

We promise never to pass your details on to another organisation unless we have your permission to do so. This promise does not apply to information relating to a safeguarding concern, which we may need to share for legal reasons or for reasons of good practice in safeguarding.