

Privacy Policy

Version v1.0

Approved: 24 May 2018

Next Review: 1 October 2018

1. Introduction

1.1 Initiatives of Change International (IofCI) collects and uses personal data on a strictly legal basis. In most cases the basis is that you have given us permission to hold and use your data. We use the data to keep you informed of our work - we aim to send you the information that you have told us that you would like.

1.2 This document summarises the key points about how IofCI collects and uses personal data and how we ensure compliance with the relevant laws and regulations, including the new General Data Protection Regulation (GDPR).

1.3 Personal data is information which relates to an individual and from which he or she can be identified either directly or indirectly through other data which IofCI has or is likely to have in its possession. By submitting personal data to IofCI, you consent to its collection and use, as set out in this Privacy Policy.

1.4 We use up-to-date procedures to keep personal data as safe and secure as possible and to protect against unauthorised access, disclosure or loss. Where data is transferred electronically by IofCI we will do our best to keep the data secure and try to prevent unauthorised access.

1.5 IofCI will not lease, distribute or sell personal information to third parties other than distribution to IofCI branches for administration purposes, unless required by law.

2. Responsibilities

2.1 IofCI is the data controller of the personal data we process and therefore is responsible for ensuring its systems, processes, suppliers and its employees comply with data protection laws in relation to the information it handles.

2.2 Any individuals involved in the governance, management and administration of IofCI must abide by this policy when handling personal data and must ensure they are fully informed as to the relevant data protection requirements.

3. Personal Data collected

3.1 The personal information we collect may include:

- your name
- your email address(es)
- your telephone number(s)
- your address
- your family members (if you wish us to show you as one 'household')
- your donations (if any)

3.2 We do not collect or store any sensitive personal data (for example, religion or ethnicity).

3.3 We assume that any information you supply to us is accurate and up-to-date, and that you will inform us if any such information requires removal or updating.

4. How we use your personal information

4.1 IofCI collects personal data in order to communicate with those who wish to receive communications, to attend events and/or to support us financially.

4.2 IofCI will never process your personal data for any purpose other than for the communications you have chosen to receive. However, please note that we retain the right to contact you on an individual basis where there is a legitimate reason for doing so.

5. Your rights

5.1 You may ask us to verify, update and delete the information IofCI holds by contacting us. We will act upon your request in a timely manner (not more than 40 days).

6. Security

6.1 We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

6.2 Any personal information we hold about you is stored and processed under our data protection policy. We also follow stringent procedures to ensure that any work that involves processing personal data is carried out in line with that policy.

6.3 We also have in place robust procedures for notifying the authorities, and you, in the unlikely event of a data breach.

7. Further Contacts

7.1 For any further questions or inquiries please contact: IofCI Data Protection at: iofci-dp@iofc.org