

FRIENDS OF WECHIAU GROUP PRIVACY POLICY

1. Introduction

Friends of Wechiau Group charity needs to collect and use certain types of information about its members, supporters, and recipients of funds and their families in order for the charity to carry on its work. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material. There are safeguards to ensure this happens under the Data Protection Act 1998.

2. Information collection

Friends of Wechiau collects information about its members and supporters to enable it to provide information about the charity's work and to fundraise. Friends of Wechiau also collects information about all the students and their families that have received funds from Friends of Wechiau so that it can monitor the effectiveness of the education programme and to ensure that there is equality in the selection process. Information that is held will be adequate, relevant and not excessive to the purpose that it is kept. It will be accurate, kept up to date and not kept longer than necessary. For the purposes of long term monitoring the students' and their families' information is kept for 50 years.

Friends of Wechiau will ensure that all members, supporters and recipients of funds and their families are made aware of what personal information is being held, how it is to be used and explicit consent is obtained to hold the information.

3. Sharing information

Friends of Wechiau Group will only share personal data with other agencies as follows:

- For recipients of scholarships and their families, personal information will only be shared as is required for the provision and monitoring of the education projects funded by the charity. This will include sharing personal information on application forms with members of the education committee making the selection, and the trustees of the Friends of Wechiau or their representatives (such as commissioned researchers) to enable monitoring of the scholarship programme.
- For members and supporters, information may be shared with government agencies such as the Charity Commission as part of registration and with the HMRC for Gift Aid purposes.

Photographic images and limited personal details may be published in printed material and on public websites when individuals have given permission.

Individuals will be made aware in most circumstances how and with whom their information will be shared. The exceptions to this will only be where the law allows such as legal proceedings, safeguarding, terrorism.

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4. Information Storage

All information and records will be stored securely. Information relating to scholarship students and their families will only be accessible to the education committee of the Wechiau Community Hippo Sanctuary in Ghana, the local administrator of the Friends of Wechiau in Ghana, the trustees of the charity or their representatives (such as commissioned researchers). Information relating to members and supporters will only be accessible to the trustees of the charity.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

5. Data access and accuracy

All members, supporters and recipients of funds and their families have the right to access the information Friends of Wechiau Group holds about them.

An individual can contact the Data Controller to request that Friends of Wechiau provide the information held by the charity and where necessary make updates or amendments.

6. Data Controller

The person responsible for ensuring what personal information can be held and how it is used by the Friends of Wechiau Group is the Data Controller under the Data Protection Act 1989. The Data Controller is Ann Bannister (Chairperson of the Friends of Wechiau Group).

In case of any queries or questions in relation to this policy please contact the Friends of Wechiau Group Data Controller at friendsofwechiau@yahoo.co.uk or c/o 55 Lunt Road, Bootle, Merseyside, L20 5EZ, England.

Signed:



Position: Chairperson

Date: 22nd November 2017

Review date: November 2018