

## The Ruth Hayman Trust Privacy Policy

The Ruth Hayman Trust take protecting your data seriously and are committed to being transparent about how we collect, use and store your data.

If you have any queries about the information in our privacy policy, please contact:

Steve Hewitt, Data Protection Lead

Email: [info@ruthhaymantrust.org.uk](mailto:info@ruthhaymantrust.org.uk)

If you wish to change the information we hold about you, or change how we communicate with you, please contact [info@ruthhaymantrust.org.uk](mailto:info@ruthhaymantrust.org.uk)

### **What information do we collect?**

The Ruth Hayman Trust collects personal and statistical information from you when you apply to us for an award, send us a donation, take part in particular activities or request information from us.

The information we collect from supporters includes (but is not limited to):

- Title
- Name
- Address
- Email address
- Phone number
- Bank account details when setting up a standing order
- Contact consents, eg whether you've said you'd like to hear from us by email
- Taxpayer status for collecting Gift Aid

The information we collect from those applying for an award includes (but is not limited to):

- Title
- Name
- Address
- Email address
- Phone number
- Date of birth
- Gender
- Your country of origin
- Your status in the UK
- Where and what you intend to study

The information we collect depends on how you are engaging with us. For example, if you are making a donation and want to include Gift Aid, we need to collect your title and full postal address in order to provide that information to HMRC to process your Gift Aid.

If you are applying for an award we need to collect your date of birth and other personal information in order to help us ensure you meet our criteria for awards. Some of the

donations we receive are for specific groups of people, so we need to demonstrate that we have used these donations correctly.

In general, we collect information from you when you:

- make a donation to support our work
- sign up to support our work by fundraising for us, including via Third Party sites such as CAF Donate, where you give your consent for your information to be shared with us
- sign up to receive our emails
- register to attend an event with us
- apply for an award

We also collect information about your engagement with us including the ways you have supported us in the past, for example, through donating, attending events or applying for awards.

### **Why do we collect this information?**

We collect personal data to allow us to process:

- donations (including processing Gift Aid, where people have elected to contribute Gift Aid)
- information about fundraising events people are running for us
- applications for awards

We collect personal data so that we can contact:

- people who have agreed to hear from us by email (consent based contact)
- people who have applied for an award (legitimate interest based contact)
- people who have been awarded a grant (legitimate interest based contact)
- people who have told us they are fundraising for us, for example by running a marathon or holding a bake sale (legitimate interest based contact)

### **Sensitive personal data:**

Under data protection law, certain categories of personal information are recognised as sensitive, including health information and information regarding race, religious beliefs, and political opinions ('sensitive personal data'). We collect this data to help us make awards and so that we can analyse the groups of people who apply to us for awards and ensure we are meeting our equal opportunity obligations.

Sensitive personal data is held securely in our databases and only accessed by relevant trustees as relevant to their role and the exercise of their duties.

### **How do we use the information we collect?**

We use the personal information you provide to us in a number of ways:

- to send updates about our work to you as a supporter
- to process donations we receive from you
- to process Gift Aid where you have indicated you would like us to do so

- to process any changes to your details as requested by you
- for record keeping and administrative purposes relating to donations, feedback or complaints
- to decide which applicants to award grants to
- to send grants and monitor their use
- to liaise with colleges and other providers about your grant

### **How to contact us about your information**

You can find out what information we hold about you, or request any changes to your personal details by contacting [info@ruthhaymantrust.org.uk](mailto:info@ruthhaymantrust.org.uk)

**You can unsubscribe yourself from our email updates by selecting the unsubscribe link at the bottom of all update emails and following the instructions.**

### **How do we protect your personal information?**

Our data management takes all appropriate measures to keep your data safe both physically and electronically and to keep your data up to date and only hold your details for as long as is reasonable and necessary.

Please note that while we have taken every appropriate measure to secure your data, transmission of information over the Internet is never one hundred per cent secure so while we take all possible precautions, we can't guarantee the security of any information you submit to us via our website.

We also take all appropriate measures to ensure that any personal information we receive is kept securely. Access to this data is restricted to a small team of trustees.

### **Do we store your payment details?**

We do not keep the card payment details of any donations from our profiles on CAFDonate, JustGiving or other fundraising platforms.

We do keep a record of how much you donated, the date it was donated, your name and contact details so that we can send you a receipt and make sure we have your correct donation amount, in case you have an enquiry about your donations at a later date.

We also keep physical details of donations where Gift Aid has been included, in line with HMRC requirements.

### **Do we disclose the information we collect about you to other parties?**

We will never share your data with anyone for marketing purposes.

The only other occasions when we might disclose your data are:

- to confirm details with colleges and other providers about your grant
- if required to do so by law or in response to a court order or law enforcement agency
- in an emergency, for example where we think someone is at serious risk of being harmed or in immediate danger, we may contact the police, a local health or relevant safeguarding

team to intervene.

Your right of access to your data

You have the right to ask for a copy of the personal information we hold about you. If you wish to exercise these rights, please contact:

The Data Protection Lead

Ruth Hayman Trust

PO Box 17685

London

N6 6WD

Email: [info@ruthhaymantrust.org.uk](mailto:info@ruthhaymantrust.org.uk)

### **Changes to our Privacy Policy**

We keep this privacy policy under regular review.