



PRIVACY POLICY

UNDER GDPR

Introduction

The Sarah Groves Foundation ("The Foundation") treats your privacy rights seriously. To comply with enhanced data protection requirements under GDPR, which became effective 25th May 2018, this Privacy Policy sets out how The Foundation will deal with your personal data, i.e. information that identifies and relates to you.

How the Foundation collects information

The Foundation only collects information that you have made available to us on a voluntary basis either verbally, in writing or via the Foundation's website.

What information the Foundation collects

The Foundation only collects the minimum amount of personal information about you that befits the prevailing circumstance. Normally this will comprise:

- Name
- Email address
- Telephone number

The Foundation uses this information to keep you updated on activities and events.

On occasions, but only with your prior permission and with an undertaking of confidentiality from the Foundation that such data will only be used for the purpose intended, the Foundation will collect other personal details to support the Foundation's fundraising activities. Such information will include date of birth, passport details, medical conditions, allergies and such like.

Disclosing and sharing data

The Foundation does not share personal information externally other than for the purpose intended.

Keeping your information safe

The Foundation ensures your information is secure and looked after in accordance with best practice. Unless authorised by you, your personal data will be retained for a maximum period of two years on a password protected computer.

After two years, because of the possible requirement to refer to it for legal reasons or otherwise, your personal data will be transferred to a USB memory stick and locked in a secure safe at the Foundation's Registered Address.

Cancelling consent

If you decide you no longer want The Foundation to contact you or hold any level of personal data about you, please email Vic.Groves@outlook.com and your data will be completely deleted from the Foundation's records.

This Privacy Policy is available on the Foundation's website www.sarahgroves.org However, The Foundation may change this Privacy Policy from time to time. Any significant changes



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in the way your personal information is handled will be made clear on The Foundation's website or by contacting you directly.

This policy is written in accordance with the General Data Protection Regulation (EU) 2016/679, commonly referred to as GDPR. If you have any questions, comments or suggestions, please contact Vic.Groves@outlook.com