

DATA PRIVACY NOTICE

Casa Reom Trust – UK Registered Charity #1113673

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Casa Reom Trust is a registered UK Charity set-up to support the work of the Casa Reom centre in Beira, Mozambique through fund-raising. The objects of the charity are:

"To promote general charitable purposes for the benefit of the community of Beira, Mozambique and the surrounding area, and to provide relief from financial hardship and social and/or economic disadvantage and to advance the education of its residents of all ages; and in particular to provide opportunities for the aforementioned residents to participate fully in the life of their community in ways which address and alleviate social and economic disadvantage."

Casa Reom Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How we collect your personal data?

Casa Reom Trust may collect information about you whenever you interact with us, for example: -

- When you give us information directly: You may provide your details to us when you email us, request specific information, make a donation, campaign or fund-raise for us or participate in one of our events.
- When you give us information indirectly: Your information may be shared with us when you use other fundraising sites and provide your consent to be contacted by Casa Reom Trust. For example, if you are fundraising for us via Give.net. These organisations will have their own privacy policy and/or privacy statements, so please do ensure you understand this when providing your data.
- When you have given other organisations or persons permission to share it: You may have provided your details to another person or organisation that works with or knows Casa Reom Trust. For example, through YWAM who operate the center at Casa Reom or if you have given permission for a person to give us your contact details such as Casa Reom staff or YWAM members.
- Social media: By posting content to our website/social media sites (including Facebook and Twitter). Depending on your settings or the privacy policies for social media and messaging services like Facebook and Twitter, you might give us permission to access information from those accounts or services.
- Mailing Lists: By signing up for our email mailing lists where you can also register your postal address and phone number. You may have signed up to be linked with a boy at Casa Reom and provided your email address for correspondence with Casa Reom.
- Volunteer for us: By providing information required to organise and manage an event, or when participating in a visit to Casa Reom.
- When we collect information when you are using our website or mailing service: Upon visiting our website, information about your visit may be recorded and stored. When viewing emails we may collect data on when you read the email.

- Survey Results: From time to time we may send out surveys to better understand the views and wishes of our donors and supporters. All surveys will be voluntary and there will be an option to respond anonymously.

4. What categories of personal information we collect?

The type and quantity of information we collect and how we use it depends on why you are providing it and always with your permission. If you support us, for example by making a donation, volunteering, registering to fundraise, signing up for an event or campaigning for us, we may collect where relevant: -

- Your name
- Your contact details (postal address, email address and phone numbers)
- Your bank or credit card details (only if you are making a donation or setting up a regular payment)
- Your church or organisation connections (so we can provide information on events relating to specific churches)

5. How do we process your personal data?

Casa Reom Trust complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To achieve the objects of the charity (Casa Reom Trust) – see statement above;
- To respond to your requests for information;
- To fundraise and promote the interests of the charity and to keep you up to date with our services;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, fund-raising events, projects and visits associated with Casa Reom Trust; This includes contacting you to update our communications preferences;
- To permit communications to be received from other parties that you have consented to contact you (e.g. where you have signed up with the link scheme and have given your email address so that your linked boy can email you);

6. What is the legal basis for processing your personal data?

We will always seek to ensure we have a proper basis for processing your data which may include: -

- Explicit consent of the data subject so that we can keep you informed about news, events and activities associated with Casa Reom Trust and the work of Casa Reom.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or charitable fund-raising and accounting.

7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with Trustees and their appointed agents in purposes connected with the Casa Reom Trust. We will only share your data with third parties outside of the charity with your consent (e.g. sharing your email address with Casa Reom where you have given permission for this).

8. How long do we keep your personal data?

We will always aim to keep your data up to date. We will use our communications systems to provide a mechanism to keep your contact details up to date. We will monitor where communications have failed and seek to either update or remove unsuccessful contact details. We will keep gift aid declarations and associated paperwork for up to 6 years after the calendar year of the last gift aid donation. Information on donors contained within Casa Reom Trust accounts and associated paperwork will be kept for up to 6 years after the calendar year to which they relate.

9. Keeping your personal data safe

We place great importance on the security of your personal information and will take appropriate precautions to protect it. We ensure that there are appropriate physical and technical controls in place to protect your personal details.

10. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Casa Reom Trust holds about you;
- The right to request that Casa Reom Trust corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Casa Reom Trust to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

11. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:
The Secretary, Casa Reom Trust, 1A New Street, Rugby, Warwickshire. CV22 7BE.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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