



DATA PRIVACY NOTICE FOR EDUCACIÓN PLUS UK

Introduction

At Educación Plus UK we take your privacy very seriously and are committed to ensuring that personal data is protected in accordance with data protection laws and in line with your expectations.

A new set of laws has been introduced called the General Data Protection Regulations. At Educación Plus UK we already have controls in place to ensure your data is stored and handled securely, which meet the current regulations, and ensure good practice when it comes to looking after your personal data.

This privacy notice explains what personal data we hold, why we hold it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

What personal data we hold

We hold personal details about you including your name, address, phone and e-mail details.

Why we hold personal data

Educación Plus UK uses personal data for the following purposes:

- providing news and information about activities
- administering records
- maintaining financial accounts and records
- fundraising purposes
- working effectively with our volunteers

Who we share personal data with

Your personal data will be treated as private. We will only share your data with third parties outside of Educación Plus UK with your consent, unless we are legally required to do so, for example, by a law enforcement agency or court. We will never share your data with any organisation to use for their own purposes.

How we protect your data

We take the security of your data very seriously. We have a data protection policy and internal procedures to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent any unauthorised access.

Storing your data

We keep data in accordance with the guidelines set out in the Data Protection Policy which is available on the Educación Plus UK website.

www.educacionplus.org

How long we retain data

We will retain data in line with our Data Protection Policy, as follows:-

Type of data	Retention period
Contact details for adults	24 months after the last contact
Gift aid declaration	6 years after the Financial year to which it relates
Personal data relating to specific events	Disposed of within 12 months of the event

Your rights with respect to your personal data

You can request that we amend or delete any personal data we hold about you at any time. You can also request to see what personal information we hold about you and this will be provided within one month of the date of request.

Questions about this privacy notice

Any questions about this policy should, in the first instance, be directed to the Data Protection Officer, Keith Miller, who can be contacted at edplusuk@edplus.or.cr

You also have the right to complain to the Information Commissioner Officer (ICO). The ICO can be contacted at the Information Commissioner Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or ico.org.uk

Legal information for Educación Plus UK

The full legal information for Educación Plus UK, which is the 'data controller' is:
Educación Plus UK, a charity registered in England and Wales (number 1048617) with its registered address as Educacion Plus, PO Box 695, Orpington, Kent. BR6 8WP