

Privacy and Data Retention Policy – February 2023

There are three groups about whom Friends of Freetown collects information:

- Trustees
- Supporters
- Grant applicants and recipients

Trustees

- As a UK Charity, Friends of Freetown is required to hold the following information on its trustees and to share this information with the Charities Commission: name, address, telephone number, email address, date of birth, national insurance number
- The above information may be shared with all other trustees so that the board of trustees can communicate and operate effectively. It may also be shared with the charity's bank and with HMRC and with financial bodies requiring this information for compliance purposes. If it becomes necessary to share this information with other parties, trustees will be notified in advance and, where appropriate, their permission sought.
- 6 Lode Avenue, Waterbeach, CB25 9PX, 01223 860886, fof@friendsoffreetown.org.uk will be used as the official charity contact details and will be made available to the public. Trustee's full names will be published on the charity and Charities Commission websites but no other personal information will be made publicly available.
- When a trustee vacates their post, the above information will be retained by the chair and secretary as the charity is legally required to keep a record of all past and current trustees. Copies of a trustee's declaration of eligibility and resignation letter will also be retained by the chair and secretary. This information will be stored either in paper form in the trust folder, held by the chair, or in electronic form with restricted access on the charity's Googledrive.
- All official emails between trustees will be retained for the purposes of accountability and record keeping.

Supporters

- Donors, visitors to our website and members of the public will be invited to join the supporter mailing list. They will be invited to provide their email address and will be asked to explicitly give their agreement that their contact details be held for this purpose. These details will be held electronically by the chair on the charity's Googledrive. Access is given to trustees involved in supporter communication. Should a supporter wish to be removed from this list, they may contact the trust at fof@friendsoffreetown.org.uk. The chair will delete the supporter's details and reply to confirm that this has been done.
- Supporters who donate to Friends of Freetown will be invited to complete a gift aid declaration form. Supporters who complete this form will be asked to provide their name,

email address and postal address. This information will be held by the chair and treasurer either in paper form in the trust finance folder or in electronic form with restricted access on the charity's Googledrive. This information will be shared with HMRC and will be retained by the treasurer for the amount of time required by HMRC and then deleted/destroyed.

- All emails between trustees and supporters will be retained for the purposes of accountability and record keeping.
- It is possible to donate to Friends of Freetown by BACS transfer or via PayPal. In each case, Friends of Freetown is provided with statements from the relevant third party detailing the donation and basic information on the donor. This information is retained by Friends of Freetown solely for recordkeeping and accountability purposes. Information on BACS donations is held in paper form by the treasurer in the trust finance folder and in electronic form with restricted access on the charity's Googledrive. This information is shared with the charity's independent auditor. Information on Paypal donations is held online in the trust's password protected PayPal account.
- Friends of Freetown uses social media platforms, such as Facebook and Twitter. Supporters who choose to interact with us via these platforms will not be contacted via other mechanisms without their permission. They are able to remove themselves from our social media supporter groups whenever they wish.

Grant applicants and recipients

- All grant applicants must provide sufficient information for an application form to be completed on their behalf. This will include contact information, project details and context, proposed use of funds. On occasion the information provided in connection with a grant application may include sensitive information about an individual (for example, an individual child's school report, details of an individual's health condition and treatment plan).
- The above information will be permanently retained by the trust for the purposes of accountability and record keeping. Grant applicants will be provided with a copy of the trust's grant giving policy upon application. The above information will be retained in paper form in the trust folder, held by the chair, in electronic form on the charity Googledrive or official charity email accounts.
- All emails between trustees and grant applicants/recipients will be retained for the purposes of accountability and record keeping. This will be clearly stated in the trust's grant giving policy which will be provided to all grant applicants. Grant applicants will be provided with a copy of the charity's grant giving policy upon application.
- Photographs are often sent to the charity by grant recipients. These are retained by the charity for the purposes of accountability and record keeping. The inclusion of photographs in publicity materials greatly increases the effectiveness of fundraising and can also be useful if fundraising to meet the needs of a particular individual. Friends of Freetown will seek the permission from grant recipients before using photographs. If a photograph is to be used to fundraise for a particular individual, written permission will be sought from the individual (if 18 or over) or a parent/guardian (if under 18).

Emails

In order to safeguard information, the following email protocols for trustees have been agreed:

- Sensitive data (for example, health information that is not anonymised etc) will not be sent by email.
- Emails retained by the charity will be stored in the chair's official charity email account.

Requests for information

Any individual wishing to view the personal information held about them by the trust should email fof@friendsoffreetown.org.uk or write to 6 Lode Avenue, Waterbeach, CB25 9PX. These addresses are published on the trust website, the Charities Commission website and the Information Commissioner's Office website. Any such requests will be passed immediately to the chair who will ensure that the request is complied with within one month.