



PRIVACY POLICY: THE UPHILL TRUST (2017)

The Uphill Trust (SCO45385) promises to respect any personal data you share with us, or that we receive from other organisations, and keep it safe. Here we tell you what we will and will not do with your information.

This policy includes:

- What personal data we collect and how we use it
- How we collect information about you
- How we keep your data safe and who has access
- When we may communicate with you
- Keeping your information up to date
- Our contact details
- Changes to this Policy
- Your right to complain

What personal data we collect and how we use it

If you support us (e.g. make a donation, volunteer, register to fundraise, sign up for an event or attend a fundraising event) we will usually collect some or all of the following information:

- Your name
- Your contact details
- Your bank or credit card details

We will mainly use your data to:

- Administer your donation or support your fundraising, including processing gift aid
- Provide you with the products, newsletters or information you asked for
- Keep a record of your relationship with us
- Manage your communication preferences
- Understand how we can improve our services, products or information

How we collect information about you

We collect personal data in the following ways:

- When you give it to us directly - you may give us your information when you make a donation, complete a gift aid declaration form, sign up for one of our events or communicate with us

The Uphill Trust - supporting Uphill Junior School in western Uganda

- When you give it to us indirectly - your information may be shared with us by third party websites such as Total Giving (online fundraising site) and Mail Chimp (online communications site)
- When you give permission to other organisations to share it - depending on your settings or the privacy policies for social media and messaging services like Facebook, Instagram or Twitter, you might give us permission to access information from those accounts or services

You may also provide permission for third party organisations to share your data with other third parties, including charities. You may do this when you buy a product or service, register with a website that runs competitions or register with a comparison site.

Independent third parties will only share personal data with us if you have provided your consent for them to do so. You should check the Privacy Policy of any third party website to understand fully how they will process your personal data. The information we receive from third parties depends on your settings or the responses you give, so you should check them regularly.

How we keep your data safe and who has access

We commit to putting appropriate controls in place to protect your personal data and to ensure that it is only accessible by individuals approved by the Trustees.

We undertake regular reviews of the information we hold to confirm whether your personal data still needs to be retained. For example, we may need to retain a record of your personal data for donation administration purposes, to process your gift aid request or to meet the legal requirements of HMRC and OSCR.

We may need to disclose your details, if required, to the police, regulatory bodies or legal advisors but we will not share your data in any other circumstances unless we have your explicit and informed consent.

When we may communicate with you

We may communicate with you in a number of ways:

- With your consent, we may contact you via email to let you know about the progress we are making and to ask for financial and non-financial support
- From time to time we may need to contact you with an administrative query about a donation or gift aid declaration, or to update your communications consent preferences

We do not sell or share personal details to third parties for the purposes of marketing.

If you don't want to hear from us, please let us know by letter or email and we will make sure your wishes are complied with.

Keeping your information up to date

You have a right of access to your personal data.

You may ask for a copy of the information we hold about you - if you spot any mistakes, you can let us know and we will correct them.

If you would like to see the information we hold for you please write to us at the address below, including proof of your identity. We do not accept these requests by email.

Our contact details

The Uphill Trust, 21 Strachan Crescent, Dollar, Clackmannanshire FK14 7HL

If you have any other questions or comments please send these to: trustees@uphilltrust.org

Changes to this Policy

We will keep our Privacy Policy under regular review and policy updates will be posted on The Uphill Trust website.

Your right to complain

If you have a concern about how we handle the personal information you have given us, you can make a report to the Information Commissioner's Office www.ico.org.uk.

Policy created on 22 November 2017

Contact details up dated 9 November 2020