

Equip Privacy Notice



Who are Equip?

Equip is a U.K. based organisation working primarily in Rwanda in East Africa. Our mission is to promote opportunity and excellence in education and health care, alleviate poverty through micro enterprise loans and to support local churches.

We are a charity registered in England and Wales (number 1134890). Our registered office is at Lakesmere House, Allington Lane, Fair Oak, Hampshire, SO50 7DB.

For more details please visit our website www.equipuk.org or our Facebook page - Equip.

For the purposes of this Policy, 'us', 'we' and 'our' refer to Equip.

What will Equip do with your information?

Equip values everyone who engages with us by whatever means, and we do all we can to protect your privacy and to make sure the personal data you provide us is kept safe.

We will only use your personal information to allow us to communicate with you or to process donations. Specifically, we

- Keep lists of people who are associated with Equip; (names, postal and email addresses, telephone numbers);
- Keep lists of those who serve as volunteers;
- Use the information people give us to invite them to events which would be relevant to them;
- Keep you up to date with Equip's work through newsletters and updates;
- Communicate information about events and activities;
- Ask for financial and non-financial support, such as volunteering or prayer;
- Process donations you give us, or to support your fundraising for us, including gift aid;
- Keep records of your relationship with us e.g. questions you have asked or concerns you have raised;
- Analyse the personal information we collect about you and use publicly available information to aid our understanding of our supporters, understand the level of potential donations, profile supporters into categories and to help provide the right information at the right time to the right supporters.

Should you travel overseas with us, we may share personal information with partners who deliver our work in Rwanda or travel companies such as airlines. For example, this may include sensitive personal data such as medical or passport information. When we do so we will make you aware of the data being transferred and seek your consent to do so.

What is the basis of Equip processing data?

Consent: If you are a new supporter coming on board for the first time, on or after 25th May 2018, we will process your personal data on the basis of the consent you provided us with. You are free to change your preferences at any time by contacting us by post or email as shown in the section **'Your choices and telling us when things change'** below.

Legitimate interest: Contacting you; If you are an existing supporter as at 25th May 2018 we may continue to contact you by email where you have previously given us your consent. We may also contact you by post or telephone where we have a legitimate interest to do so. For example, where you have previously made a donation to Equip we may continue to send you information about the work your donation is making possible or other work we may wish to do. Where you have previously asked us not to contact you in this way we will continue to respect your contact preferences. You can change your preferences at any time or object to us processing your data by contacting us by post or email as shown in the section **‘Your choices and telling us when things change’** below

Legitimate interest: Contacting the right supporters at the right time; When you make a donation, a series of donations, express an interest in our work, or show a potential to give to our work, we will rely on our legitimate interest in order to collect additional information as noted above in ‘Processing of requests / donations / calls to action’. This helps us ensure we use our supporters’ money in the most effective ways.

Will Equip share your information with anyone else?

No. Unless Equip has your permission to do so, we won’t share your personal information with any organisations or individuals outside of Equip. The only exception would be when we may need to pass on information if required by law or by a regulatory body. For example, a Gift Aid audit by the HMRC, or if asked for details by a law enforcement agency. We will ask for your consent to store your personal information (securely, under data protection legislation) and you may give this consent verbally or in writing. You have the right to withdraw this consent at any time. You can also ask us to delete your personal information at any time.

Can you see the information Equip holds about you?

Yes, you can ask to see the personal information that we hold about you, and can choose to receive that personal information in paper or electronic form. You have the right to ask us to correct any inaccuracies in the personal information that we hold about you and you can also choose to re-use your personal information for your own use, e.g. give it to another organisation.

How does Equip store information?

Equip ensures that personal data is held in compliance with European data protection regulations. We take all reasonable steps to ensure that your data is stored and processed securely.

We ensure that access to personal data is restricted only to those team members or volunteers whose roles require such access and that suitable training is provided for these team members and volunteers.

How long will Equip hold information?

Equip will keep your personal information only for as long as we consider it necessary to carry out each activity. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned.

For example, we will retain details of donations for 7 years to meet tax and accounting requirements, but we will only hold sensitive medical personal information provided to participate in an overseas trip until the trip is completed.

If you have any questions about our data retention please contact us in writing at Lakesmere House, Allington Lane, Fair Oak, Hampshire, SO50 7DB or email us at office@equipuk.org

What about Equip's website and social media?

Equip does not use cookies on its own website but we do use websites such as Youtube and Vimeo to embed videos and you may be sent cookies from these websites. (A cookie is a text file that is sent from a website as soon as you visit the site. It is stored on your computer's hard drive and helps identify your computer (not you) and collects information in an aggregate, anonymous way.) We do not control the setting of the cookies on these websites, so we suggest you check the third-party website for more information about their cookies and how to manage them.

As some of these services may be based outside of the UK and the European Union, they may not fall under the jurisdiction of UK courts. If you are concerned about this you can change your cookie settings.

Equip may collect information that you make available on, for example, Twitter, Facebook or similar organisations. You may wish to check their privacy policy to find out more information on how they will process your data.

What about children and vulnerable persons?

Equip does not actively seek to collect children's data. It is most likely to do so when children are travelling on a trip to Rwanda with their parents' or guardian. If at any time we create any materials which may lead to someone aged 12 or under providing their details, we make it clear that they should make sure that they have your parent's /guardian's permission first, before giving us their personal information.

We recognise the importance of identifying and supporting supporters in vulnerable circumstances. Equip team members who send or respond to supporter emails or mailings are trained to be aware of, and to identify signs of vulnerable circumstances and to deal with the supporter appropriately, for example by ceasing fundraising requests or no longer making contact.

What about Visual Images?

Visual images are an important part of telling others about Equip's work. We would like to be able to use photos and videos taken by Equip both in Kigali and at our events in the U.K. for a wide range of purposes but cannot do that without your consent. In such cases we will seek your consent if you are 16+ (and for your children if you are a parent of under 16's).

Your choices and telling us when things change

You can change your preferences on what you receive from us, including marketing and fundraising materials, or how we contact you, by mail, phone or email, at any time. If you would like to know more how we look after your personal information, would like to request deletion of your information, or would like to request a copy of the personal information that we hold about you, you can contact us in the following ways:

Email us on: office@equipuk.org

Write to us at: Equip

Lakesmere House,

Allington Lane,

Fair Oak,

Hampshire,

SO50 7DB

Equip does appreciate it if you keep your details up to date. You can do so in the same way as updating your preferences (above).

We may use Post Office address search, postcode lists or other available sources to confirm data that you provide us with, where, for example, we are unsure of what you have completed on a form.

We will not use these sources to create data that you have chosen not to provide, for example, if you have left a telephone number blank; nor will we automatically update changes of address, we will normally only update your address when you tell us it's changed. However, if you are a regular giver, continuing to give regularly, and communications are returned to us, we may use external sources to update your address details so that we may update you on how your money has been spent through our news and stories.

You have the right to ask us to erase your personal data, to ask us to restrict our processing or to object to our processing of your personal data. You can do so at any time by writing to us at:

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Changes to this Policy

This policy was last updated in May 2018. We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other legislation. If we make any significant changes to this policy, we will show this clearly on our website or by writing/emailing you directly. By continuing to use our website you will be deemed to have accepted these changes.