

PRIVACY POLICY (DATA PROTECTION AND GDPR)

Our commitment to privacy

This Privacy Policy outlines how The Savitri Wanney Charitable Trust ('we', 'us' or 'our') collects, uses and protects Personal Data, whether it is processed through our website [savitri.org.uk](https://www.savitri.org.uk) or stored as part of a database.

Savitri respects your privacy and will do the utmost to ensure your Personal Data is protected. Please read this Privacy Policy carefully to ensure you understand it fully.

Changes to our Privacy Policy

This policy is a living document and may be modified at any time, in accordance with the relevant UK and EU laws.

For immediate updates on data protection, please refer to the Information Commissioner's Office Website (ICO) ico.org.uk. The ICO is a national data protection authority in the UK.

Legal obligations

We aim to collect and process Personal Data in accordance with relevant laws that regulate data protection and privacy. This includes but is not limited to national laws implementing the EU Data Protection Directive (95/46/EC), which was replaced on 25 May 2018 by the General Data Protection Regulation (2016/679), including the Data Protection Act 2018.

What Personal Data do we collect?

We collect personal data from the public in various ways, for example:

- If you supply information when using Savitri's website i.e. via a subscription sign up
- If you donate to us through PayPal, cheque, direct debit, or any other identifiable means;
- If you RSVP or attend an event hosted by Savitri.

The type of personal information we collect includes your name, email address, home (or work) address, phone number, and other personal details you may choose to provide. Any donations made through our website are securely handled by PayPal. We never store any credit or debit card details.

We may also collect information about your use of our website (for example, URL, browser type and the pages of our website that were viewed during your visit).

How do we use personal data?

We may use personal data for the following purposes:

- To provide you with access to our website and to administer or develop Website features or content;
- For fundraising or direct marketing purposes. Where you have expressly consented to us doing so in accordance with applicable law, we may contact you for these purposes by telephone or via email. If you wish to update your Personal Data or opt-out of receiving fundraising or

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marketing communications, you can contact Savitri at the following address:
info@savitri.org.uk

- To manage any on-going donations or support you provide;
- To provide you with news about us or any projects, campaigns or events that we may be involved in.

From time to time, we may contact individuals for other purposes they have consented to.

Disclosing personal data to third parties

Any Personal Data we collect will almost always be processed by staff in our London office.

We never sell, trade or rent Personal Data. We do not disclose Personal Data to third parties without the consent of individuals, unless we are legally required to do so or where we need assistance of third-party data processors (acting under our instructions) who we may need to assist us to respond to external enquiries. We will take reasonable steps to ensure that Personal Data is only used by those third parties for specific, lawful purposes in accordance with this Privacy Policy.

How do we store your Personal Data?

All Personal Data held by Savitri is stored either on Salesforce, our customer relationship management (CRM) database and/or on Xero, a type of accounting software. Although Savitri uses these external platforms as a means of storage, this data is only organised and managed by Savitri. If you wish to have your data held on these platforms removed, please contact Savitri directly as opposed to the service providers.

For more information about Salesforce's Privacy Policy, please see:

salesforce.com/company/privacy/

For more information about Xero's Privacy Policy, please see: xero.com/uk/about/legal/privacy/

Your access rights

In accordance with your legal rights under applicable law, you can request to receive information regarding the Personal Data that we collect about you; what we use that Personal Data for and who it may be disclosed to. To obtain this information, please write to our UK data protection officer at the email address in the 'Contact' section below. Where applicable law allows, we may request a fee to cover our administrative expenses in responding and may also require further information to verify your identity or locate the specific information you seek before we can respond in full. You can find out more about your access rights here: ico.org.uk/your-data-matters/your-right-of-access/

How do we protect your Personal Data?

We employ appropriate security measures to protect your Personal Data from being accessed by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. However, it must be noted that there are always inherent risks in sending information by public networks or using public computers and we cannot 100% guarantee the security of all data disclosed or transmitted to us.

Data retention

We will retain certain Personal Data regarding financial transactions for at least as long as the law requires us to for tax or accounting purposes (which in the UK may be up to 6 years after a particular

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transaction). In respect of the holding of Personal Data for fundraising or direct marketing purposes, we will retain this data only for as long as necessary, in line with recommendations of the ICO.

Our cookie policy

By using Savitri's website, you consent to us using 'cookies' to track online activity. Cookies are small files that are downloaded onto an individual's computer or mobile device from websites they visit. Cookies allow websites to recognise if someone has used the site before. They also provide users with a better browsing experience.

Cookies can be deleted or blocked via web browser settings; however, this may prevent some features of the website from functioning as intended.

The cookies on our website will not be used for the personal identification of individuals. These cookies will be used for the following purposes:

- To improve Website usability;
- To remember a computer or device between successive online actions or sessions; and
- To perform anonymous statistical analysis to improve the functionality of our website or any services we offer through the Website.

When clicking on third party links that may be provided when using our site, those third parties may also use cookies on their websites, over which we have no control.

Our website also makes use of Google Analytics to store information that is sent to our server when the Website is in use. This data includes IP addresses and pages accessed. For more information about Google Analytics and its privacy practices, please see:

support.google.com/analytics/topic/2919631?hl=en&ref_topic=1008008

Third-party platforms and links to other websites

This Website will link to third party websites that operate outside our control.

- If you wish to donate through our website, you will be redirected to PayPal to make a payment. For more information about PayPal's privacy practices, please see: paypal.com/uk/webapps/mpp/ua/privacy-full.
- Our website is hosted by Word Press and will link to their website at the bottom of our page. For more information about their privacy practices, please see:
- When outlining our work with Project Partners, Savitri provides links to their websites and/or social media pages. Please note that these Webpages conform to their own individual Privacy Policies.
- Savitri holds accounts on Facebook, Twitter, Instagram, LinkedIn and YouTube. Links to all these pages, as well as specific social media posts, can be found on our website. To read their respective privacy statements, please see:
 - en-gb.facebook.com/policy.php
 - twitter.com/en/privacy
 - help.instagram.com/519522125107875
 - linkedin.com/legal/privacy-policy
 - policies.google.com/privacy?hl=en-GB

Contact

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If you have any queries or requests relating to how we use Personal Data, please contact our UK data protection officer at info@savitri.org.uk. If you are not satisfied with our response or believe we are processing your Personal Data in a way that does not comply with applicable law, you can complain to the ICO via their website: <https://ico.org.uk/>. You can find out more about your Data Rights at <https://ico.org.uk/your-data-matters/>.