

Organisation name:

Policy: Data protection .

Last updated:

Introduction

We are committed to protecting the privacy of our donors and supporters. We will only collect and use personal information that is necessary for the purposes of our work. We will never sell or share your personal information with third parties without your consent.

What is personal information?

Personal information is any information that can be used to identify you, such as your name, address, email address, or phone number.

How do we collect personal information? *Edit as needed*

We may collect personal information from you in a number of ways, including:

- When you donate to our organisation
- When you sign up for our email list
- When you volunteer with us
- When you contact us with a question or inquiry

How do we use personal information?

We will only use personal information that we collect from you for the following purposes:

- To provide you with information about our work
- To process your donations
- To send you our email newsletter
- To contact you about volunteer opportunities
- To comply with any legal or regulatory requirements

How do we protect your personal information?

We take the security of your personal information very seriously.

We use a variety of security measures to protect your personal information from unauthorized access, use, or disclosure, including:

- Encrypting your personal information when it is transmitted over the internet
- Storing your personal information on secure servers
- Limiting access to your personal information to authorized employees and volunteers

How long do we keep your personal information?

We will keep your personal information for as long as it is necessary for the purposes for which it was collected.

We may also keep your personal information for a longer period of time if required by law or if we believe it is necessary to protect our legal rights.

Your rights

You have the right to access your personal information that we hold. You also have the right to request that we correct any inaccurate or incomplete personal information that we hold about you. You can exercise these rights by contacting us at [\[email protected\]](#)

Changes to this policy

We may update this policy from time to time. Any changes to this policy will be posted on our website.

Contact us

If you have any questions about this policy, please contact us at [\[email protected\]](#)