



## Privacy Notice

Adopted March 2023

### 1. PURPOSE OF NOTICE.

This notice sets out how the Helga Todd Teachers' Education Foundation (HTTEF) uses and protects personal information. When changes are made to this statement, we will publish the updated version on our website

### 2. ORGANISATION PARTICULARS

- a) Name: Helga Todd Teachers' Education Foundation
- b) Charity Registration Number: 1123512
- c) Website: [helgatoddfoundation.org](http://helgatoddfoundation.org)
- d) E-mail: [info@helgatoddfoundation.org](mailto:info@helgatoddfoundation.org)
- e) Address: 15 St Ann's Crescent, London, SW18 2ND

### 3. DATA COLLECTED

The HTTEF collects personal details given to us:

- a) Directly by our employees, volunteers, and officers on employment.
- b) Directly by prospective employees, volunteers, and officers on application.
- c) Directly by our donors if gift aid is to be applied.
- d) Directly by supporters when signing up for the newsletter
- e) By Partner Organisations for programme participants.

The information we hold on our employees, volunteers and officers is as follows:

- f) Names
- g) Contact Details
- h) Qualifications
- i) Employment History
- j) Vetting Information (such as DBS Numbers and References)
- k) Bank Details

The information we hold on prospective employees, volunteers and officers is as follows:

- l) Names
- m) Contact Details
- n) Qualifications
- o) Employment History
- p) Vetting Information (such as DBS Numbers and References)

The information we hold on our donors is as follows:

- a) Names
- b) Contact Details
- c) Basic Tax Details

The information we hold on our supporters is as follows:

- a) Names
- b) Contact Details
- c) Their interest in HTTEF

The information we hold on our programme participants is as follows:

- a) Names
- b) Contact Details
- c) Employment Information
- d) Programme Progress
- e) Bank Details

We do not collect any special categories of personal data.

#### **4. DATA USE**

- a) Most of the Personal Information we process is provided to us directly by the data subject or through our partner organisations to:
  - i) Process Gift Aid
  - ii) Process remuneration and expenses
  - iii) Safeguard Participants & Partner Organisations
  - iv) Routine communication with employees, volunteers, and officers.
  - v) Engage Supporters
  - vi) Manage and Monitor Programmes
- b) We may share this information with External organisations to deliver our programme
- c) Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is your consent. You can remove your consent at any time. You can do this by contacting the Data Controller ([info@helgatoddfoundation.org](mailto:info@helgatoddfoundation.org))

#### **5. DATA STORAGE**

We are committed to ensuring information is secure and have put in place suitable physical, electronic, and administrative procedures to safeguard it.

- a) Employees, volunteers, and officer's data will be held for three years from when they cease to represent the charity
- b) Prospective employees, volunteers and officer's data will be held for one year.
- c) Supporter Data will remain on our mailing list unless you choose to unsubscribe.
- d) Donor information will be retained for seven years.
- e) Programme Participant data will be held for five years from completing their programme.

#### **6. YOUR RIGHTS**

Under data protection law, you have rights including:

- a) Your right of access - You have the right to ask us for copies of your personal information.
- b) Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- c) Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- d) Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- e) Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- f) Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- g) You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
- h) Please contact us at [info@helgatoddfoundation.org](mailto:info@helgatoddfoundation.org) if you wish to make a request.

## 7. **COMPLAINTS**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@helgatoddfoundation.org](mailto:info@helgatoddfoundation.org). You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>