

## Global Challenge (GC) Privacy Policy

Global Challenge is committed to protecting your privacy and keeping your personal information safe.

#### How do we collect information?

We will obtain personal information from you when you enquire about our activities, sign up to our newsletter, make a donation to us or otherwise provide us with personal information.

#### What information do we collect?

The types of information collected might include names, e-mail address, postal address, telephone number, mobile number and Gift Aid agreement details. We also take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

#### How do we use this information?

We will use your personal information to provide you with the information you have requested, for administration purposes and to further our charitable aims, including our fundraising activities.

## **Web Security**

Supporter's name, address, email address, phone number and Gift Aid agreement details are stored on an encrypted database by the secretary and are available to other Trustees on a 'need to know' basis only.

Email addresses are also stored within GC's Email facility, which is available to the secretary, treasurer and site administrator. When contacting groups of supporters we use 'BCC' to ensure confidentiality.

Information about donors and their standing orders is stored on an encrypted database by the Treasurer and is available to other Trustees on a 'need to know' basis only.

# Will we disclose the information we collect to outside parties?

We will never disclose the information you give to us to outside parties. We may, however, need to disclose your information if required to do so by law.

## Your rights

All supporters have the opportunity to advise us if they are not happy to have their data stored by GC, who will remove data if requested.

FOR MORE INFORMATION ABOUT HOW GC PROCESSES YOUR INFORMATION PLEASE SEE OUR **Data Protection Policy** by clicking here <u>GC Data Protection Policy</u> October 2023.docx

Policy Agreed & Adopted: October 2023

By GC Trustees

Date: 12 October 2023 (Point 5.4 in the minutes)

To be reviewed biennially thereafter.

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