



## Privacy Notice

Lightyear Foundation takes privacy very seriously. We are committed to protecting your personal information and being transparent about what information we collect, use and store about you.

### 1. Introduction

Lightyear Foundation is a registered charity (no. 1150231). We are committed to protecting your personal information and make every effort to ensure that your personal information is processed in a fair, open and transparent manner.

We are a "data controller" for the purposes of the EU General Data Protection Regulation 2016/679 ("Data Protection Law"). This means that we are responsible for, and control the processing of, your personal information.

For further information about our privacy practices, please contact us by emailing [info@lightyearfoundation.org](mailto:info@lightyearfoundation.org)

### 2. How we collect information your personal information

We only collect personal data that you want to provide to us or that is needed to provide (and improve) our interaction with you, including:

- Interaction with us directly through email, phone, our website, post or in person. You might be interacting with us to:
  - Make a donation
  - Apply for a job or volunteer opportunity
  - Sign up to our mailing list
  - Take part in one of our projects or activities
- Interaction with us through third parties. For example, if you provide a donation through a third party such as Local Giving or JustGiving and provide your consent for your personal information to be shared with us.
- Other information that is available to the public. In order to tailor our communications with you to your background and interests we may collect information about you from publicly available sources.

### 3. Information we collect and why we use it

We only collect the information that's necessary to carry out our activities. This includes information on our employees, volunteers, supporters, funders and individuals who have expressed an interest in our work. Depending on the nature of our interaction we collect the following details; name, title, NI number, date of birth, email address, postal address, telephone number and credit/debit card details (if you are making a donation) and other information you provide in communications between us.

We do not collect 'sensitive personal data' about you, such as racial or ethnic origin, political opinions, religious beliefs, physical or mental health or details of criminal offences.

We use this information to:

- Process your donations and to claim Gift Aid.

- Administer employment or volunteering arrangements.
- Provide important information about our work and how you can support Lightyear.
- Keep a record of your relationship with us.

If you do not provide this information to us then we are not able to carry out these tasks. We will only use personal information where we have a legal basis to do so according to data protection law.

#### **4. Communicating with you**

We will only contact you about our work and how you can support Lightyear Foundation if we have received prior agreement. You can remove your consent by contacting [info@lightyearfoundation.org](mailto:info@lightyearfoundation.org) or clicking 'Unsubscribe' in our communications.

#### **5. Sharing personal information**

We will never share your personal information with other organisations for their marketing or commercial purposes. We may disclose your personal information to third parties to help us communicate to you or to deliver a service you have requested or share your personal data in order to comply with any legal obligation.

#### **6. Keeping your personal information safe**

We ensure that your personal data is stored securely using modern software that is kept-up-to-date. Access to your personal data is limited to our staff and volunteers who need access to it. When personal data is deleted it is done so safely such that the data is irrecoverable.

#### **7. Retaining your data**

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us or to comply with any relevant legal reasons. We may choose to delete your data at any time without notice to you should we determine that we do not need to retain your data any longer. When personal data is deleted it is done so safely such that the data is irrecoverable.

#### **8. Your rights**

You have various rights in respect of the personal information we hold about you, including the right to ask us to stop processing your personal information. If you wish to exercise any of these rights or make a complaint, you can do so by contacting [info@lightyearfoundation.org](mailto:info@lightyearfoundation.org). You can also make a complaint to the data protection supervisory authority, the Information Commissioner's Office, <https://ico.org.uk/>