

Sierra Leone Education and Development Trust

Data Protection Policy

Appendix A

The data we keep and why

Donors

We keep the name, postal address and email address of every donor.

We do this so that we can thank the donor by email or letter for their donation shortly after receipt. We also use the data to send each donor a Christmas card thanking them for their support, with a two-sided letter and/or the annual report telling them how their money has been used in the previous 12 months, what we have achieved and asking them to donate again.

Donors who make a monthly donation – currently there are 40 – and donors who gave more than £50 also receive one email during the year with a brief update about our work. This is usually sent in June or July.

No data is ever disclosed to a third party.

The data is kept on a spreadsheet which only Kevin Curley (chair) can access. Kevin Curley also has a hard copy of the data which is kept in a file labelled 'donations'.

The other trustees of the charity have the names, postal addresses and email addresses of those donors whom they know personally. These people are either relatives or personal friends. Trustees mirror what Kevin does. That is, they send a thank you letter to 'their donors' together with a letter and/or annual report.

We do not communicate with donors more than twice in each 12 months' period.

Beneficiaries

We also record the names, addresses and phone numbers of our beneficiaries. These fall into two groups.

The first group are secondary school students whom we sponsor by paying their school fees and other costs for up to 7 years of secondary education.

The students know we record their details so that we can maintain contact with them and ensure they have the funds and resources they need to complete their education.

The second group are disabled students and adults to whom we give mobility equipment such as mobility carts and wheelchairs. They know we record their details so that we can contact them at intervals to check whether equipment needs repairing or replacing. At the time this appendix was written (April 2018) Chernor Barrie, our volunteer Country Representative, was preparing a database of all disabled people we have helped to be kept in Sierra Leone.

We also support Mustard Seed Foundation children's home and two motorbike repair workshops providing apprenticeships. We record no details of these beneficiaries.

Approved by the trustees at the AGM held on 7 April 2018