

Sierra Leone Education and Development Trust

Privacy Policy Appendix A

The data we keep and why

We collect your personal data mostly through our contact with you and the data is usually provided by you. This is primarily through donations but may also be via use of our website.

We will hold and process your data on a consent basis only and information only shared with those that 'opt in'.

Donors

We keep the name, postal address and email address of every donor where this is provided and consent is given.

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 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. On occasion, we may inform existing donors of specific appeals we have for a specific purpose as well as promoting this via our social media channels.

No data is ever disclosed to a third party.

The data is kept on a spreadsheet which only the charity's Chair and Vice-Chair can access. The Chair 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 the Chair 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 four times in each 12-month period.

Beneficiaries

We also record the names, addresses and phone numbers of our beneficiaries. This data is kept, maintained, and destroyed in Sierra Leone. The Sierra Leone trustees on the Board are responsible for ensuring all data held in Sierra Leone is kept etc. in accordance with the laws and regulations of the country. None of this data is stored in the UK.

These fall into three groups.

1. Secondary school students whom we sponsor by paying their school fees and other costs for up to 7 years of secondary education.
2. Disabled students and adults to whom we give mobility equipment such as mobility carts and wheelchairs.
3. University and college students whom we sponsor by paying their university or college fees and other costs for up to the end of their specific course. Only the students' names are stored in the UK for the purpose of aligning them to specific donors (sponsor) so if they request an update on the progress of the student(s) they are sponsoring, our Chair can easily seek this information from our Sierra Leone volunteer Country Representative.