

## Data protection and privacy statement

Aid for Education is committed to protecting your privacy. This statement explains how we will collect, use and disclose information.

Aid for Education takes your privacy extremely seriously and takes all reasonable steps to ensure your information is secure.

### **What information we collect**

We may collect a variety of personal information from you for various reasons. For example, we may collect:

- Any **personal details** you may choose to give us, such as your name, age, or address. We save this so we can keep in touch with you.
- Your **financial details**, if you have made a donation to us. We need this to process your gift and/or Gift Aid.
- Your **education and employment background**, in order to process your application if you have applied to volunteer with Aid for Education.
- Any **equal opportunity data, or physical or mental health information** that you may have given us if you apply to volunteer with Aid for Education.

### **Why we collect information**

Whenever you choose to communicate with us, we collect personal information. These may include:

- **Processing volunteer applications.** Your personal and sensitive information allows us to communicate with you and assess your suitability for the role.
- **Continuously improving.** We value any feedback you may have.
- **Fundraising.** So we can communicate with you in the ways that suit you best, we may create a profile of your interests, preferences and support.

Being able to communicate with you is important to us, as your support can help change the lives of poor families in Rwanda.

We would like to use the personal details you provide us to communicate with you about the difference make and to share our news. We may also let you know about other ways you could help us – whether that's through fundraising, campaigning, events or volunteering.

We will always ask for your consent if we want to message you by email, text message, phone or post.

When you give us your details we will tell you what we are going to do with them. If we request your contact details for any reason, you will always have the choice to opt out. You can change your mind at any time by contacting us via phone, email or our website.

## **Where we collect information from**

For example:

- **From you directly**, e.g. when you fill out a contact form or when you make a donation.
- **From external sources**, for example, when you create a VirginMoneyGiving page or when you interact with us on social media.

## **How long we keep your information for**

We keep personal information for different lengths of time depending on the purpose. For example, we would like to keep volunteer information beyond the length of a placement, so we can keep in touch with updates on our work.

We want to ensure that the personal information we collect from you is used to support our work and that considers any future dealings that you would like to have with us. For example, some people ask for references for their volunteer work, so it is important we have the correct personal information on file. You can contact us at any time to ask us to remove or amend your personal information.

## **Who we share your personal information with.**

We never sell your personal details with third parties for the purpose of marketing. We will, however, need to share your information with HMRC when completing Gift Aid applications.

## **How your information is secure**

We seek to use reasonable measures to protect your information as required by the law and in line with industry standards. If you have any reason to believe that any personal information we hold is no longer secure, please contact us immediately.

## **Managing your communications from us**

You have the right to know what personal information we have about you, to make changes to how you hear from us, and to ask us to stop processing or to remove your personal information. You also have the right to ask for a copy of the information we have.

You can change your communication preferences at any time; just get in touch with us.



## Keep in Touch

Aid for Education Facebook page, Aid for Education Twitter page, Aid for Education Instagram page.

Phone: 07985158054

Email: [info@aidforeducation.org](mailto:info@aidforeducation.org)

Website: [www.aidforeducation.org](http://www.aidforeducation.org)