Data Protection Policy

This is the Data Protection Policy for UKLFI CHARITABLE TRUST ("the Charity" or "we" or "us"). It sets out how the Charity uses and protects personal data. It was approved by the Trustees of the Charity on 21 February 2019.

We will comply with all applicable data protection and privacy legislation, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) of the EU. As the Act cross-refers to GDPR, this policy uses the GDPR terminology.

The Charity acts as the controller of various types of personal data which it needs to collect and process in order to perform functions necessary to achieve its Charitable Objects.

We aim to process the minimum personal data we need to achieve our Charitable Objects. We recognise and respect the legal rights and reasonable expectations of individuals over their personal data and privacy, together with the higher standards required for management of personal data relating to sensitive personal data.

The full name and address of the Charity is:

UKLFI Charitable Trust
3 Stone Buildings,
Lincoln's Inn,
London WC2A 3XL
Email: office@uklficharity.com

You should send all correspondence on privacy or GDPR to Jonathan Turner at this address.

The Charity will process the personal data which it holds only for the purposes stated in section 2 below.

1) Requests and complaints

Requests and complaints should be sent to the above address. We will endeavour to respond without undue delay and in any case within one month. We will not normally charge a fee for a request, but reserve the right to charge an administrative fee for handling a request repeated within a year, or in case of manifestly unfounded or excessive requests.

2) Processing activities

   a) **Nature of work**
       Club / Society

b) Purpose of processing
To enable us to
- administer our membership records and activities including fundraising,
- maintain our accounts and records,
- pursue our Charitable Objects,
- support and manage our staff and volunteers,

c) Type /Class of information processed
We process information relevant to the above reasons/ purposes. This may include:
- Personal details
- Family details
- Lifestyle and social circumstances
- Financial details
- Employment and education details
- Skills and experience
- Relevant activities

d) Who the information is processed about
We process personal information about our staff and volunteers, members, supporters and sponsors, and others relevant to our Charitable Objects.

e) Who the information may be shared with
We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisation with whom we may need to share the personal information we process:
- Family, associates and representatives of the person whose personal data we are processing
- Current, past or prospective employers
- Organisations and individuals with or in relation to whom we work to pursue our Charitable Objects

f) Transfers
It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

g) Basis of lawfulness
Consent; protection of vital interests; performance of tasks in the public interest; legitimate interests of the Charity to achieve its Charitable Objects

h) Retention of data
We will endeavour to delete personal data when it is no longer required to pursue our objects or to carry out our legal obligations