

## **Project Peru Privacy Policy**

*This Privacy Policy was prepared to reflect the new standards established by the General Data Protection Regulation (GDPR) which has been effective since 25th May 2018.*

*The new regulation was aiming to increase transparency regarding the personal information held by organisations and to expand your rights to withdraw your consent to your data being held, to correct errors in the data, and for your rights to be forgotten.*

### **1. Our identity**

*Project Peru (Registered charity number: 1049413)*

*1, St Catherine's Hill, Guildford, GU2 4EF*

*[www.projectperu.org.com](http://www.projectperu.org.com)*

### **1. Data Protection officer**

*David Hudson*

*1, St Catherine's Hill, Guildford GU2 4EF*

### **1. Purposes for which personal data is held once your consent has been received:**

- To further the legitimate interests of our activities as a charity*
- In compliance with our legal obligations*
- To update you about the work of Project Peru*
- To send information about appeals, fundraising, requests for donations, raising money on our behalf, attending or taking part in a fund raising event, and volunteering*
- To administer your donations or support your fund raising, including processing Gift Aids*
- To further the aims of our charity*
- As and when required by law*

### **1. Categories of personal data held**

#### **a) All contacts**

- Full name and contact details*
- Contact preferences*
- Consent received*
- Correspondence received*
-

***b) Donors/ supporters***

- *Bank account details*
- *Gift aid tax status*
- *Data received from on-line fund raising organisations*

***c) Volunteers/guests visiting our sites in Peru***

- *Passport details*
- *Nationality*
- *Next of kin*
- *Health questionnaire*
- *Dietary information*
- *Code of Conduct form*
- *Documents relating to the Disclosure and Barring Service (DBS)*

***1. Recipients or category of recipients***

*Data is kept electronically at the address of the charity shown above. Only authorised charity officers have access to the data, the electronic data is backed up regularly, and the backup files are securely locked away. Paper copies of Gift Aid forms are also kept and stored at the address above unless being used by the Treasurer and assistant.*

*In addition the following may be recipients of personal data:*

- *IT support contractors to the extent necessary for them to provide support*
- *Treasurer and assistant in order to prepare the accounts and complete the Gift Aid tax returns*
- *HMRC who require details of names, address, and amounts donated on the annual Gift Aid tax return*

***1. Data transferred to another country***

*Personal data is not shared with anyone in Peru apart from relevant details about volunteers, nor to any other country outside the UK. Data relating to our children in Peru is held by the officials in Peru and is not kept on the data-base in the UK.*

***1. Period for which the data will be stored***

*Once consent has been given data will be stored for as long as it is required unless a request is received to delete the data.*

***1. Data shared by a third party***

*We do not sell to or share any personal data with third parties except:*

- *With HMRC as described above*
- *With potential employers of our Volunteers who ask for job references. References*

- are only given once the individual concerned has given us permission.*
- *Medical information if problems arise when volunteers/ guests are visiting our sites in Peru*

**1. Data protection rights**

- *Right of access to all your data held by us*
- *Correction of errors and omissions*
- *Erasure of any or all personal data on request*
- *Data only held on receipt of consent which can be withdrawn at any time*

*Project Peru  
July 2019*