

## Privacy Notice—GDPR compliant—Donors

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

### Who we are

Oxford Youth Lab, operating as Right to Succeed, (the Charity) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### The personal information we collect and use

In the course of raising funds for the Charity we collect the following personal information when you provide it to us:

- Name of donor, email address, donation amount, home address, phone numbers.

We also obtain personal information from other sources as follows:

- Names, address, email address, amounts donated to the Charity from Virgin Money Giving Limited
- Names, address, email address, amounts donated to the Charity from Beyond Me

### How we use your personal information

Where you have donated to the Charity:

- we use your name and address to fulfil legal requirements in understanding what our sources of income are;
- we may use your name and address to thank you directly for your donation and to invite you to an event put on to thank donors;
- we will always contact you to obtain consent for any public thank you e.g. in our annual report or on our website.

When you gave us a donation, you may have asked to receive information on our charitable work. In these cases, we use your name and email address to:

- Share information that may be of interest to you by email for information purposes only
- Share our newsletter, for which we will require opt-in consent for information and marketing purposes
- Invite you to events that we believe may be of interest to you.

### Who we share your personal information with

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

### Whether information has to be provided by you, and if so why

For donors, the provision of name and address and amounts donated is required for us to understand where our funding has come from and must be maintained in line with our retention log.

## How long your personal data will be kept

- The period we are required to retain this information by applicable UK accounting law (currently 6 years).
- if you have given us consent to contact you with information that we believe is of interest to you, we will then hold your contact details until you withdraw consent.

## Reasons we can collect and use your personal information

We are required by law to understand where our income comes from and keep accounting records for a certain period of time.

You opt to give us consent to contact you to inform you of our charitable activities, events or other relevant information.

## Transfer of your information out of the EEA

All countries within the EEA, which includes the UK, have similar standards of legal protection for your personal information. To keep a record of our donor data and contact details, if you have consented for us to contact you, we transfer and process information in countries outside the EEA where there aren't similar standards. In these cases we'll take all reasonable steps necessary to make sure your information is protected to UK standards. This may be through only allowing transfers to countries which have been officially recognised as having an adequate legal framework for the protection of information (an 'adequacy decision'). It may be through having recognised safeguards in place with our data processors, such as using standard terms in the contracts we have with them that are recognised and approved by our regulators as imposing high standards for the protection of information.

If you would like further information please contact us (see 'How to contact us' below). We will not otherwise transfer your personal data outside of the United Kingdom or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

## Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to us [hello@righttosucceed.org.uk](mailto:hello@righttosucceed.org.uk)
- let us have enough information to identify you
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

## Changes to this privacy notice

This privacy notice was published on 24 May 2018 and last updated on [n/a].

We may change this privacy notice from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.

## How to contact us

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to [hello@righttosucceed.org.uk](mailto:hello@righttosucceed.org.uk), write to Right to Succeed, Unit M2, 40 Bowling Green Lane, London, EC1R ONE or call 020 8099 5171.