



VICKY NOON  
EDUCATIONAL  
FOUNDATION

Data Protection Policy – GDPR

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**Date of Review: TBC**

## WHO WE ARE

We (or 'us') means

VICKY NOON EDUCATIONAL FOUNDATION  
Registered address: registered charity (number: 1017002)  
Main contact email: info@noon-foundation.org  
Website: www.noon-foundation.org

Senior Information Rights Owner: The Chair (Paul Flather)  
Data Protection Controller: Rosemary Raza

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy. If you have any queries about this Privacy Policy, please contact us at info@noon-foundation.org

## YOUR PRIVACY

Everyone has rights with regard to the way in which their personal data is handled. During our activities, we will collect, store and process personal data about our scholars, supporters, donors and other linked third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act and equivalent EU regulations.

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

## HOW DO WE COLLECT PERSONAL INFORMATION?

We collect personal information about you when you

- apply for a scholarship;
- interact with us for example when you email us;
- make a donation to an appeal or campaign managed by US.

## WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal information we collect about you may include

- contact information (including your name, postal address, email address, phone numbers, date of birth)
- Information provided by you as part of your application for an award event, workshop, course or programme (including academic achievements, references etc.,)
- academic affiliation, research interest
- Visa information (where applicable)
- Very occasionally passport information if you are signing up for an event that requires this information
- Academic marks, and comments on progress
- NI number or payroll number (in case you are working for us).

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

Please do not collect “sensitive personal data” about you

### **HOW DO WE USE PERSONAL INFORMATION?**

We use the personal information collected from you for these purposes:

- contacting you about academic and official business (no marketing)
- administration of application awards
- to enable any donation(s) to reach the correct scholar;
- to inform relevant bodies for tax rebates etc

### **LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION**

Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is ‘legitimate interest’ as it is necessary for VNEF to use this information in order to provide scholarships and our related supporting activities.

### **FAIR PROCESSING NOTICE**

Our Fair Processing Notice covers the kind of information we use, what we use your Personal Data for, how we process and protect your information. The details are laid out in this document.

### **DO WE PROVIDE INFORMATION TO OTHER PARTIES?**

We will never sell your data to any third party, nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected to our awards, or where it is required by law or regulation.

They might send you updates about news, events and fundraising activities. Sometimes, we may need to share your information with a small number of trusted partners (service providers, agents and affiliated companies) but only for the purposes outlined above. Of course where we use third parties, we require them to adhere to appropriate controls to protect personal information.

### **YOUR CHOICES**

You can opt out of where allowing us keeping your contact data by completing and returning our online form [here](#).

### **GIFT AID**

Sometimes donations made through Charity products and services will be eligible for Gift Aid. Once we have received these funds from HMRC we will either pass this to the charities or, where applicable, will add this to your My Giving Account balance.

For Charities Trust to claim Gift Aid on your donation, you must currently pay Income Tax equal to or more than the amount of tax which will be reclaimed on your donation. (The payment of other taxes such as Council Tax and VAT does not qualify).

As part of this process we would require to submit your details including your address to HMRC, and in asking us to make a Gift Aid claim you are giving us permission to use your personal details in this way.

### **DATA SECURITY**

All trustees and volunteer supporters who process data on our behalf are obliged to comply with our strict information security procedures.

Your personal data is held in a password-protected within our organisation. We do not transfer your data anywhere else.

### **COOKIES**

We do not have cookies on our website.

### **HOW YOU CAN UPDATE YOUR INFORMATION**

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [info@noon-foundation.org](mailto:info@noon-foundation.org).

### **SUBJECT ACCESS REQUESTS**

You have the right to request a copy of the information we hold about you; we reserve the right to charge a small fee (no more than £10) for information requests in order for us to cover our costs in providing you with details of the information we hold about you (especially where the request is deemed to be excessive, repetitive or unfounded).

In order to be able to assist with your request, we need you to confirm your identity and what data you require. Access requests need to be made in writing.

### **COMPLAINTS**

In the first instance, you should contact our foundation with any complaint. If you remain dissatisfied with our response, you can contact the Charities Trust using the standard [complaints procedure](#).

If you remain unhappy with our use of your personal data, you have the right to complain to the [Information Commissioner's Office](#). We would, though, encourage you to contact us in the first instance so we can attempt to resolve any concerns.