Enriching Lives Charity is committed to ensuring that your privacy is protected and takes protection of your data seriously.

Below is our privacy policy which will help you understand how we collect, use and protect the information you provide.

**Information is provided to Enriching Lives Charity via:**

* Our website
* Signing up for a newsletter
* Standing order sign up forms
* Bank Direct Debit order stop order
* Event Attendance sign up

**What information is collected:**

* Name, Phone number, Address, Email address
* Bank account details

Other ways that information is collected include people writing to Enriching Lives Charity Trustees to enquire about making donations to Enriching Lives Charity
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**Use of your information**

Enriching Lives Charity gathers this information to achieve the aims and objectives of the organisation and for the purposes of:

* Sending out newsletters, notification of fundraising activities, notification of meetings, thank you notes, etc
* The administration of any donation including;
setting up Direct Debit or standing order
* Communicating with Trustees, volunteers and other partners

**Third Parties**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

**Data Protection**

Enriching Lives Charity volunteers use this information. All data is stored on databases and paper records

**Data Security and Accuracy**We will do our best to ensure that all personal data held in relation to an individual is as up to date and accurate as possible.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected.

We will take appropriate technical and organisational steps to ensure the security of personal data about individuals.

Retention of data will be ‘as long as’ needed to carry out the above purposes.

**Changes to the privacy policy**

Any changes to this privacy notice will be posted on the Enriching Lives website and where appropriate through email notification.

**Queries and Complaints**
Any requests, queries, complaints regarding your information kept by Enriching Lives Charity please contact the authorised Charity contact person Andrew Muwowo on the charity email livesenriching@gmail.com

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