



## THE TUTU FOUNDATION UK PRIVACY POLICY

### We are committed to protecting your personal data

We are committed to protecting your personal data. This privacy policy will inform you as to how the Tutu Foundation UK (“us”, “our”, “the organisation”) look after your personal data and about your privacy rights.

### The types of information we collect

When you engage with us, for example, if you donate money, or participate in any of our research activities, we will collect and process personal data about you that you have provided. This personal data may include your name, postal address, racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership and/or data concerning health.

We may also collect details of your visits to our website.

### How we use your personal data

We will only use your personal data when the law allows us to and for the purpose for which it has been provided.

The legal basis for processing your personal data includes one or more of the following:

- processing is necessary for the performance of a contract with you, or in order to take steps at your request, prior to entering into a contract;
- processing is necessary for compliance with a legal obligation;
- processing is necessary in order to protect your vital interests or of another person;
- processing is necessary for the purposes of our (or a third party’s) legitimate interests;
- consent.

We note that consent may be withdrawn at any time.

### Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

Please note that we may process your personal data without your knowledge or consent, where this is required or permitted by law.

### Retention Policy

We will retain your personal data for the period necessary to fulfil the purposes outlined in this Privacy Policy and in accordance with applicable legal and regulatory requirements.

### Disclosures of your personal data

We may share your personal data with our agents, consultants, Trustees or contractors in connection with services or duties that these individuals or entities perform for us. These individuals or entities are not authorised by us to use or disclose this personal data except as necessary to provide services or discharge duties for us, or if required to do so under applicable law. We may, for example, provide your personal data to agents or contractors who are hosting our information or databases, or providing for data processing services.

We may also disclose personal data we have about you if required to do so by law.

### **International Transfers**

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring that at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US.

### **Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

### **Your Rights**

You have the rights listed below:

- a. access to your personal data;
- b. objection to processing of your personal data;
- c. objection to automated decision-making and profiling;
- d. restriction of processing of your personal data;
- e. your personal data portability;
- f. rectification of your personal data; and
- g. erasure of your personal data.

In some cases, these rights are subject to conditions and limitations.

You may request any of the above by emailing:

[chair@tutufoundationuk.org](mailto:chair@tutufoundationuk.org)

### **Complaints**

If you have any questions or concerns about this privacy policy then please contact [chair@tutufoundationuk.org](mailto:chair@tutufoundationuk.org).

You have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or the Data Protection Act 2018. You can do so by calling the ICO helpline on 0303 123 1113 or via their website on <https://ico.org.uk/concerns/>.

**Data Protection Officer**

Chair Tutu Foundation UK

[chair@tutufoundationuk.org](mailto:chair@tutufoundationuk.org)

**Updates or changes to the privacy policy**

We reserve the right to make changes to this Privacy Policy. Each time you visit this site you should check this Privacy Policy to check that no changes have been made to any sections that are important to you. Where appropriate, any changes will be notified to you by email.