

# United Mission to Nepal Hospitals' Endowment Trust



## Privacy Policy

This privacy notice explains what personal data we collect about you and why, what we do with it, what we don't do with it, and how we protect it.

### Who we are:

United Mission to Nepal Hospitals' Endowment Trust is a charity registered in England and Wales (registration number 1083226). Our registered office is Langtang, Berry Lane, East Hanney, Wantage. OX12 0JB

### What data do we collect?

We only collect the information that we need, or that helps us to provide the best possible service to fulfil our charitable aim of supporting poor patients attending hospitals founded by UMN.

Personal data means information which relates to you, which can help us to identify you. We collect this information when you make a donation or get in touch with us. Here are some of the different types of personal data we might collect and when:

- Contact details, such as your name, address, email, telephone number, when you make a donation by post or on our website
- Bank details, such as your name, sort code and account number (when you set up a regular donation or send us a cheque)
- Communications you send to us (if you get in touch with us by post, email)

### Why do we collect data and how do we use it?

We collect and use the information you provide us with to engage with you about our work through newsletters. If you are happy to receive these communications you will hear about our latest news, information about the patients you have supported, and opportunities to support further financially. You have a choice about whether or not you wish to receive communications from us, which you can do by selecting the relevant opt-out boxes on the forms where your information is collected.

The information you provide us with also helps us manage your donations or requests, which could include administrative communications such as confirming your donation or bank details.

### What is our legal basis for processing your data?

We will process your data in line with the following principles:

- Where is it necessary for us to fulfil a contract with you (for example, when you make a donation)

- We will only send you newsletters or emails if you have given your consent for us to do so and we will not contact you via any other media platform.

### **Will we analyse your data?**

Sometimes we might use external sources to help us update your contact information. For example, if we have a newsletter returned to us, or cannot read handwritten information, we might use the Post Office address and postcode search to ensure we have the correct address details for you. We do not attempt to complete any information you have chosen not to give us (for example, if you left a telephone number blank).

### **Will we share your data?**

We will not sell, rent or share your personal information with any third parties for marketing or commercial purposes.

We will not share your data with others unless required to do so by law, for example, if requested by HMRC as part of a Gift Aid audit (to ensure Gift Aid declarations are correctly filed), or in the prevention of fraud or another crime.

### **How long will we keep your data?**

We will keep your personal data for as long as we consider it necessary to carry out each processing activity. We have a retention schedule to help us implement this, balancing what we are required to keep for legal or financial reporting obligations (for example, with HMRC) with what could be deemed reasonable from our supporters' perspective.

We will remove your data if you request us to do so.

### **What rights do you have?**

We are committed to the principle of fair and transparent processing of your personal information, and support your rights in relation to this.

If you have any questions in relation to your personal data or would like to request a copy of your personal data please contact us at [alison@umnhet.org.uk](mailto:alison@umnhet.org.uk)

### **Updates**

We may review and change this Privacy Notice from time to time. Any updates to our Privacy Notice will be published on our website.

### **Contact us**

Post – Langtang, Berry Lane, East Hanney, Wantage. OX12 0JB

Email – [alison@umnhet.org.uk](mailto:alison@umnhet.org.uk) or [tim@umnhet.org.uk](mailto:tim@umnhet.org.uk)