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Registered Charity No 1158382

Mark Evison Foundation Privacy Policy

This Privacy Policy sets out how Mark Evison Foundation (MEF) collects, uses and protects information from its supporters, volunteers and job applicants.

MEF is committed to ensuring that your privacy is protected. Any information we collect will be used only in accordance with this policy.

For the purposes of the UK Data Protection Act 2018, the data controller is MEF.

Personal data we process:

Purpose/Date source	Data collected (key elements)	Basis on which data is collected
Supporters enquiring about MEF and its work.	Name, email, message.	Legitimate interests: to read and respond to the enquiry.
Subscribers to email updates about our work.	Name, email.	Consent: you have given your consent.
Making a donation.	Name, email, postal address, telephone number and taxpayer status.	Legitimate interests: to accept your donation, confirm receipt and if applicable to reclaim Gift Aid.
Website use (collected through cookies).	Website activity,	Legitimate interests: to optimise website function.
Job applicants.	CV and completed application form,	Legitimate interests: to assess your suitability for a role at MEF.
Employees, workers and contractors	Name, contact and bank account details.	Contractual obligation: to administer your employment contract, managing performance and conduct at work, paying you, HMRC and our pension provider. Also checking your eligibility to work in the UK.
Applicants and grantees of awards.	Name, contact details and bank account details.	Consent: To assess grant applications, to fund award winners' expenses and to invite award winners to networking events and other activities.

1. How we use your data

We will use your data only for the purposes set out in the table above:

- to reply to enquiries
- to administer donations or other transactions initiated by you.
- to keep you informed of events and news at MEF by, for example, emailing you our newsletters.
- to consider your suitability for a role at MEF
- to perform our obligations under employment contracts.
- to meet our financial obligations and other commitments to award winners

We may share this information with financial companies to enable us to receive or make payments or to assist us to meet our obligations to HMRC. The information we provide can only be used for the purposes for which it is provided.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

a. Your consent.

By giving us your personal information, you consent to our using it for the purposes outlined/specified above. Your consent is also implied should you contact us and initiate correspondence. You can withdraw such consent at any time by emailing us requesting that your details be deleted. You can also unsubscribe via the 'unsubscribe' link/option at the bottom of our email correspondence.

b. We have a contractual obligation.

c. We have a legal obligation.

d. We have a vital interest.

e. We need it to perform a public task.

f. We have a legitimate interest.

2. How do we protect the information we collect?

We cannot guarantee the security of data transmitted online, so any transmission is at your own risk, but we have put in place physical and electronic procedures to safeguard all information collected and use up-to-date operating systems and software. We use these procedures to transfer this information electronically, and we securely dispose of all physical copies.

On the MEF website, we may include links to other related/relevant websites. Please note that we cannot be responsible for the protection and privacy of information you provide whilst visiting such sites, which are not governed by this the MEF privacy policy.

3. Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like a copy of the information, we hold about you, or wish like to request a correction or an update it, please email us using the contact details below. We will undertake to update any information promptly.

4. How long do we keep your data.

Your information is securely stored. We keep information for different groups in line with the following approach:

	Period information is retained
Donors	Up to 6 years after your last donation, to comply with statutory requirements.
Supporters	For as long as we retain your consent to send newsletters/emails.
Job applicants	For 6 months from the closing date for applications.
Employees	For 6 years from the end of the period of employment.
Award applicants	For one year from the end of the school year in which the application is made.
Award winners	For as long as we retain consent to send details of networking events and other MEF activities.

If we have your consent to collect data, we will seek renewal of that consent at least every three years.

We will dispose of information securely.

5. Our Commitment

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

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at our address below.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Review

This policy is effective from 28 March 2023. MEF will review the policy as and when changes in legislation or other factors make it necessary. The policy will in any case be reviewed two years after its introduction, by 27 March 2025.

Our contacts details:

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SE21 9AL
Phone : 020 8693 2254
E-mail : info@markevisonfoundation.org

