



# UNiViDA

bringing life, hope and opportunity to children

UNiViDA Office  
7 High Street  
Staple Hill  
Bristol  
BS16 5HA

Email: [office@univida.org](mailto:office@univida.org)

## DATA PRIVACY NOTICE

[www.UNiViDA.org](http://www.UNiViDA.org)

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by General Data Protection Regulation (the "GDPR").

### 2. Who are we?

UNiViDA is the data controller (contact details above). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

UNiViDA complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Your data may be accessed by a UNiViDA Trustee outside of the EU but only under the same high standard of GDPR obligations explained above and only for these purposes.

We use your personal data for the following purposes: -

- To maintain our own accounts and records (including gift aid processing)
- To fundraise and promote the interests of the charity;
- To inform you of news, events, activities

### 4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will not share your data with third parties.

### 6. How long do we keep your personal data?

We will keep your data no longer than reasonably necessary to maintain accounts and records of gifts. Specifically, we will keep donor records associated with gift aid claims, up to 5 years after the calendar year to which they relate.





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### 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which UNiViDA holds about you;
- The right to request that UNiViDA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for UNiViDA to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that UNiViDA provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

### 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the UNiViDA Office at the address above.

