

**Privacy Policy Abridged – Full version available on request.
February 2023**

The Canon Collins Trust, and the people we seek to help, are dependent on the generosity of our supporters and general public. The Canon Collins Trust is therefore committed to protecting any personal information that we obtain about you, and this privacy policy outlines how we obtain, use and protect the personal information that you provide us.

Who we are

The Canon Collins Trust (CCT) is building a community of leaders, thinkers, activists and social justice organisations and support(ing) their efforts to bring about social change and equality in southern Africa through the provision of scholarships to exceptional students. The Trust also works alongside partner organisations in South Africa to improve and promote education and social justice. The processing of your personal data is carried out by CCT.

The Canon Collins Trust is a registered charity in England and Wales (1102028) and is a company limited by guarantee, registered in England Wales (No. 04965891). And as a Non-Profit Organisation in South Africa (Registration Number 054-414-NPO).

Our data protection policy takes into account several legal instruments including:

- The Data Protection Act 1998.
- The Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by The Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011.
- General Data Protection Regulation (GDPR) (EU) 2016/67.
- Protection of Personal Information Act (POPI Act) South Africa.

The information we collect

We collect and hold information on the following categories of people: donors, scholars, alumni, those who sign up to our mailing list to receive our newsletters, event attendees, those who participate in other projects that we may run from time to time.

The type of information we collect and how we use it depends on the reasons why you are providing it to us.



Office 8, 334 Kennington Lane, London, SE11 5HY
Telephone 020 8004 8362 info@canoncollins.org
www.canoncollins.org

Registered in England and Wales as a company limited by
guarantee (no. 04965891) and charity (no. 1102028)

40th ANNIVERSARY PATRON
Sir Andrew Collins

PATRONS
The Rt. Hon. Lord Peter Hain
Sir Michael Bear
Eleanor Sisulu
Max Sisulu

This can include the following information:

- Your name
- Your contact details (e.g. postal address, email address, telephone number, mobile number)
- Your date of birth/age bracket if relevant
- Your gender
- Your bank details when relevant
- Your correspondence with us
- Any organisation you are affiliated to (e.g. your employer, university or school)
- The educational history and qualifications of scholars and alumni
- The employment history of scholars and alumni
- Information as to whether you are a taxpayer

Where appropriate, we may also collect the following information that is classed as being a special category:

- Your nationality
- Information relating to your health
- Details of any disabilities
- Dietary and access requirements

How we use your information

The legal basis that we rely upon for processing your personal information will depend on the circumstances in which it is collected and used. In most cases, the legal basis will fall into one of the following categories:

- Where you have provided consent for us to use your data in a certain way.
- Where the processing is necessary for compliance with a legal obligation we have.
- Where processing is necessary for our legitimate interest, for example processing donations or sending communications where our legitimate interest is to raise funds or deliver our charitable purposes.

We may use your personal information for the following purposes:



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- Providing you with access to the information, services, products and support you asked for.
- Sending you communications about, for example, campaigns, fundraising initiatives, political and legal developments in the field of social justice and education, projects that we are undertaking.
- Administering your donation.
- Compiling statistics on, for example gender and nationality, in order to report to our trustees and supporters on the diversity of our programmes.

We may also use your personal information for other purposes which we specifically notify you about and, where appropriate, obtain your consent.

Who we will share your information with

We will not sell your details to third parties or share them with other charities.

We may sometimes share your information with our trusted service providers who perform services and functions on our behalf to support our interactions with you, including, for example, cloud computing services, website administrators or mailing companies.

We may also have to disclose your information in order that we comply with a legal obligation imposed on us.

Where we will store your information

Your information will be stored in the UK, unless we need to transfer your data outside the UK for a purpose connected with our work, for example if you provide information to us in connection with our scholarship programmes overseas. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. We cannot provide an absolute guarantee that the data you send us (e.g. via email) is totally secure. Any transmission is at your own risk.

Links

Our website may include links to other sites not owned or managed by us. We cannot be held responsible for the privacy of information collected by websites not managed by us.



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Cookies

A cookie is a small piece of information that a web server asks your browser to store on your computer. When you return to the same web server, your browser then passes this back to the web server. In its simplest form, a cookie is just an identifying number.

The Trust uses cookies for anonymous visitor tracking. The Trust's web server assigns each visitor a unique numerical ID. All requests for pages are tagged with that ID, and by analysing log files, we can determine how many unique visitors used the site.

We do not know the identity of a person based on the numerical ID. The cookies used on our website do not contain any personal information about visitors, nor are they used to look up personal information about visitors.

How long do we keep your information for

We are required by law to keep financial records for seven years, and this is the target we aim for with all personal data.

Your rights

You have a number of rights under English Data Protection Laws (Data Protection Act 1998 and GDPR) and South African data protection laws (POPIA).

- Access a copy of the information we hold about you.
- Rectify inaccuracies in information we hold about you.
- Have the information we hold about you erased in certain circumstances.
- Restrict the processing of your information.
- Object to your information being used for direct marketing.
- Transfer the information we hold about you to another entity.
- Withdraw any consent you have provided.

If you would like access to your information, please send a description of the information you want to see and proof of identity to the Canon Collins Trust, Office 334, Kennington Lane London SE11 5HY 5RR or info@canoncollins.org

If you would like to invoke any of your other rights, please contact us at info@canoncollins.org



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Complaints

If you have a complaint about the way we are using your information then initially you should contact us at info@canoncollins.org

If your complaint remains unresolved, then you should contact

UK - the Information Commissioner's Office — please see www.ico.org.uk or the Fundraising Regulator www.fundraisingregulator.org.uk for further details.

RSA - National Consumer Commission (The) (NCC) <https://www.thencc.gov.za/>

Email: complaints@thencc.org.za Postal Address: PO Box 36628, Menlo park, 0102

Phone: 012 428 7000

Changes to this policy

We may change our policy from time to time, so please check back periodically.

This policy was last updated: February 2022



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