

## **Friends of African Nursing *Privacy Notice***

Friends of African Nursing will be what is known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address and email.

### **Why we need your data**

We need to know your basic personal data in order to provide you with on-going organisational updates such as newsletters. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

### **What we do with your data**

All the personal data we process is held and retained by the Trustees only. No 3rd parties have access to your personal data unless the law allows them to do so. An example of third party might be HMRC when we claim Gift Aid.

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

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years (if we have not used this information during that time) after which time it will be destroyed.

### **What are your rights?**

If at any point you believe the information we hold on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact the Data Protection Officer to have the matter investigated. [info@foan.org.uk](mailto:info@foan.org.uk)

The FoAN Trustees have identified the Membership Officer to be the designated FoAN Data Protection Officer

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>