



PRIVACY POLICY &
GDPR COMPLIANCE STATEMENT
Updated 15 May 2018



Along with our general terms of service, this policy explains how we collect and handle any data provided to us by our supporters. We will review and update this policy regularly in accordance with any changes or updates in privacy law and when our activities or practices change.

If we need to make any changes we will post the latest version here.

As one of our valued supporters, we wanted to take the opportunity to inform you of your rights and the changes to data protection which take effect on the 25th of May 2018. The Data Protection Act (DPA) is being replaced by the General Data Protection Regulation (GDPR) and under the new rules, all supporters of the Jim Cronin Memorial Fund will now be allowed full control over any data we hold and how it is used.

For example, you may have or be one of our adoptive parents or participated in one of our fundraising schemes. If this is the case, we are likely to have your name, address, email address and telephone number on a database specific to the particular scheme you have or are participating in. Please Note: This applies specifically to data that the Endangered Asian Species Trust (EAST) holds, if you are a Monkey World Adoptive parent or participate in any Monkey World scheme, or if you are a Jim Cronin Memorial Fund member, and participate or have participated in any fundraising scheme or event, please refer to their website www.monkeyworld.org or www.jimcroninmemorialfund.org

PLEASE NOTE: All and any data that we hold *is* and has only *ever* been, used for the specific, explicit and legitimate purpose for which the data was originally collected for and not for any other purpose. Data of this nature is and always has been stored on a secure server and unlike many other organisations, we **do not** and **never have**, sold any of this information or data. We do not participate in and have never taken advantage of information gained from google analytics, or used any of this data for marketing purposes and as such the information currently stored will only ever be used if we need to contact you to discuss a scheme you are currently participating in or have enquired about.

We very much appreciate that many of you either adopt or participate in more than one scheme throughout the year and that it can sometimes be frustrating to have to repeat your contact details every time you book, however this is the very best way to ensure that you are in control of your own data. If however you would prefer that we keep your details on file for ease of booking future events or fundraising schemes, please download and complete a copy of our OPT IN form (download [here](#)) or contact us to make the necessary arrangements.



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Aims of the GDPR

The GDPR regime includes all the existing principles regarding data protection and security but goes further. Individuals now have extended rights under the new regime and businesses now have greater responsibilities.

The new regulations are designed to protect individuals from modern issues, including:

Identity theft.

Nuisance calls.

Junk mail.

More control over how personal data is used.

Breaches of the GDPR are criminal offences and will result in severe penalties.

How did we prepare for GDPR

To prepare for the new regulations and in addition to the staff training provided, the charity also carried out a full and detailed audit of the processes and protections that were already in place, updating and revising as necessary and consideration was also given to how the existing systems are and will be monitored in the future.

Examples of Questions and Considerations taken into account were:

How does the charity gain consent and allow supporters or clients to have control of what they consent to?

How can supporters or clients withdraw consent?

How secure is our data?

What do we have in place relating to breach prevention and breach management?

What is the charity's lawful basis for processing data?

What personal data do we hold?

In addition to the above considerations, the charity took steps to review, consider and abide by the seven key principles of Data Protection as set out in the GDPR, namely:

Fair, Lawful & Transparent processing, the Purpose Limitation Principle, Data Minimisation, Accuracy, Data Retention periods, Data Security, and Accountability.



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Why and how do we use your personal data?

We will only ever use your information where you've given us your consent, i.e. where it is necessary to deliver the services you've requested, where it's necessary to exercise or comply with legal rights or obligations, or for normal business purposes of the kind set out in this policy.

What personal data do we collect?

Everyone who is either an adoptive parent or participates in a fundraising scheme or purchases goods from us will have the necessary information about them collected, stored and processed. However, we will never collect more information than we need.

How long do we store your personal data?

We only keep your data for as long as we need it, or are required to for legal reasons. Unless we have received a signed and completed OPT IN form, it will be deleted. We treat certain data differently depending on what it is used for, but you can ask us to delete your personal data at any time.

When is your information shared with or collected by third parties?

The Endangered Asian Species Trust does not use data processors or share any information you provide to us with any third parties.

How do we keep your data secure?

Safeguarding your data is of the utmost importance to us and all data is held on secure servers, which are non cloud based. In addition to this we regularly review the security in place by ensuring that:

- security software is installed correctly and regularly kept up to date
- by enforcing our policies and procedures
- by educating and the training of all staff
- by limiting access to only those Endangered Asian Species Trust staff who have to come into contact with your information to do their jobs and deliver certain services

Unfortunately, no website or system can ever guarantee complete security but we have worked hard to create a charity wide security programme which is designed to keep your data as safe as possible by using industry-standard encryption and a wide a range of technical, organisational and administrative security measures.



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Your Rights

You have the right to ask us for a copy of your personal data;

You have the right to correct, delete or restrict processing of your personal data;

You have the right to be forgotten.

You can also object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

Where we have asked for your consent, you may withdraw consent at any time.

If you ask to withdraw your consent this will not affect any processing which has already taken place at that time.

These rights may be limited, however if fulfilling your request would either reveal personal data about another person, or if you ask us to delete information which we are required by law or have compelling legitimate interests to keep.

Contact Details - Data Controller - How you can contact us:

Endangered Asian Species Trust - UK Reg Charity No 1115350

Stag Gates House, 63-64 The Avenue Southampton, SO17 1XS

Tel: +44 (0) 1929401005 **Email:** enquiries@go-east.org