

The Archway Foundation

Keeping your personal information safe [For Supporters]

To comply with recent data regulations (GDPR):

- We record your contact details for the purposes of keeping you up to date with how your support helps us to maintain and develop the work of Archway and / or for the purposes of claiming Gift Aid (on donations made by those who have signed Gift Aid declarations)

- We protect your information by
 - Keeping it safe
 - Reviewing it regularly to keep it up-to-date
 - Ensuring it is only accessed by authorised people
 - Not sharing it with a third party (unless there is a lawful basis on which to do so.)

- Please note: you have the right to see your information and check that it is correct and up-to-date. If you do have any concerns we do have a procedure in place for this to happen so do contact the Archway office on 01865 790552 or email office@archwayfoundation.org.uk

- You will need to inform us of any changes in your contact details

As set out in Article 6 of GDPR, the basis for recording and processing data is by consent.

The Archway Foundation's Data Protection Policy can be found on our website www.archwayfoundation.org.uk or a hard copy can be requested from the Archway Foundation Office.

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