



FRIENDS OF ALALAY (SANTA CRUZ)

POLICY

DATA PROTECTION - CONFIDENTIALITY

Under the Data Protection Act 1998, charity trustees are legally obliged to protect any information held or processed about beneficiaries, donors and employees. Charities should have written policies and procedures on the holding, retention and use of Confidential Information. For further information about the Data Protection Act, please see the ICO website www.ico.gov.uk.

With regard to children in Bolivia either cared for by, or associated with (eg on the streets), Alalay: although photographs may be used in literature or websites, pseudonyms will apply and exact geographic locations will not normally be given. This will also apply to information about children given to individuals (whether donors or not).

In addition, no other clues will be given that will enable individuals to be identified.

Similar arrangements will normally apply to adults but, with their permission, volunteers or other supporters may be identified by name.

Donors will sometimes be identified but only with their permission and amounts given will be indicated rarely.

All information regarding beneficiaries will normally remain confidential to the Trustees.

Normally data regarding individuals will not be held on storage hardware, other than the PC or other device used for storing that data.

This policy will be reviewed annually.

June 2019