

PRIVACY POLICY

of the

HAND to HAND FOUNDATION

The Hand to Hand Foundation collects personal information necessary to ensure the safety of children and the administration of the foundation. The type of personal information collected will depend on the kind of involvement you are engaged in with the foundation. This policy sets out how the foundation collects, maintains and stores personal information.

1. What does this privacy policy apply to:
	1. This privacy policy applies to all personal information collected by the foundation.
	2. If you become a staff member, sponsor, donor, volunteer or visitor, you give permission for the foundation to collect and maintain your personal details.
2. What type of personal information does the foundation collect:
	1. The foundation collects name, date of birth, email, contact number, address, gender, nationality, criminal history, religion, emergency contact name/ number.
3. How does the foundation collect personal information:
	1. Personal information about you may be collected from a variety of means including, directly from you, email. Internet forms, personal references, newsletter subscription, social media.
	2. Personal information about you, received from a third party, will be screened by Hand to Hand president for relevance.
4. How long does the foundation retain your personal information:
	1. Personal information will be kept for the life of the foundation unless deemed no longer relevant.
	2. You can request your personal information be deleted once you are no longer engaged with the foundation.
5. Where is your personal information kept:
	1. Personal information is maintained on computers and laptops at the foundation office.
	2. As paper records in the office filing system.
6. How does the foundation use your personal information:
	1. When collected the reason for your personal information will be explained.
	2. Unless the foundation has your authorization, or is otherwise required by law, your personal information will only be used for the purpose for which it was collected.
	3. To provide you with information and updates on the foundation.
	4. To facilitate internal business operations, including internal record keeping and the fulfillment of any legal requirements.
7. Accessing your personal information:

7.1 You may request a copy of your personal information by contacting the Hand to Hand office.

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