



Birmingham eLearning Foundation

BIRMINGHAM ELEARNING FOUNDATION

PRIVACY NOTICE

CONTENTS

Contents.....	2
Privacy Notice (How we use information).....	3
The categories of information that we collect, hold and share include:	3
Why we collect and use this information.....	3
The lawful basis on which we use this information	3
Collecting information	3
Storing data.....	3
Who we share information with	3
Why we share information	3
Requesting access to your personal data.....	3
Contact.....	4

PRIVACY NOTICE (HOW WE USE INFORMATION)

This Privacy Notice sets out how we use personal data about individuals who we deal with. More information can be found in our Data Protection Policy available from our website at www.belf.org.uk.

The categories of information that we collect, hold and share include:

- Personal information (such as name and address)
- Financial information (such as bank account details)

WHY WE COLLECT AND USE THIS INFORMATION

We use the data:

- to manage the scheme which we operate
- to report to HMRC in order to reclaim the Gift Aid which we are entitled to receive
- to set up Direct Debits with banks as required
- to comply with the law regarding data sharing

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

We collect and use information under Article 6 of the General Data Protection Regulation as follows:

- The performance of a contract with the data subject or to take steps to enter into a contract.
- Compliance with a legal obligation

COLLECTING INFORMATION

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

STORING DATA

We hold data in line with our Data Protection Policy for no longer than it is required.

WHO WE SHARE INFORMATION WITH

We routinely share information with:

- schools that we work with
- HMRC

WHY WE SHARE INFORMATION

We do not share information with anyone without consent unless the law and our policies allow us to do so.

We share data with Her Majesty's Revenue and Customs (HMRC) on a statutory basis. This data sharing underpins our reclaim of Gift Aid to support our activities with schools on elearning.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact us at enquiries@belf.org.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

CONTACT

If you would like to discuss anything in this privacy notice, please contact:

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The Moseley Exchange
149-153 Alcester Rd
Birmingham
B13 8JP

E-mail: enquiries@belf.org.uk