

OFFICIAL DOCUMENT: PRIVACY POLICY (GDPR)

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PRIVACY & DATA PROTECTION POLICY

Gracebridge Children & Lifeline Health Foundation

Effective Date: 22 January 2026 **Identity of Controller:** The Board of Directors, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ.

1. WHO WE ARE

Gracebridge Children & Lifeline Health Foundation is a non-profit organisation dedicated to providing residential care and community healthcare. We are committed to protecting the privacy of our donors, staff, and the children in our care.

2. DATA WE COLLECT

We collect personal data to fulfill our charitable mission:

- **Donors:** Name, email, address, and Gift Aid status (for tax purposes). *Note: We do not store credit card details; these are processed securely by our payment providers (e.g., Stripe/PayPal).*
- **Beneficiaries (Children):** Medical records, biographical history, and legal guardianship papers.
- **Staff/Volunteers:** Identity documents, criminal record checks (DBS/Police Report), and references.

3. HOW WE USE YOUR DATA

We will strictly use your data for the following purposes:

- **To Process Donations:** Ensuring your money reaches the project and claiming Gift Aid from HMRC.
- **To Communicate:** Sending newsletters or updates (only if you have opted in).
- **To Provide Care:** Managing patient records in our Clinic and academic records in our Academy.

4. IMAGE & PHOTO SECURITY

- **The "dignity" Rule:** We are strict about how we use images of children. We will never sell or trade images of our beneficiaries.
- **Consent:** We will not post identifiable images of children on social media without the authorisation of the Director or Legal Guardian.

5. SHARING DATA (UK & NIGERIA)

We operate globally. Data may be transferred between our UK Headquarters and our Nigeria Operational Centre.

- **Protection:** We ensure that data sent to Nigeria is treated with the same level of security and confidentiality as required by UK GDPR laws.
- **Third Parties:** We never sell your data to marketing companies. We only share data with government bodies (e.g., HMRC) when legally required.

6. YOUR RIGHTS

Under UK Law, you have the right to:

- Request a copy of the information we hold about you.
- Ask us to delete your data ("The Right to be Forgotten").
- Unsubscribe from our communications at any time.

7. CONTACT

For any privacy concerns, please contact the Data Protection Officer: **Email:** [Insert Admin Email - e.g. admin@gracebridgefoundation.org] **Post:** 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ