

## **Privacy and Data Protection Policy**

### **Policy Statement**

FOM is committed to ensuring that the privacy of any person in contact with us is protected. Any information collected will only be used in accordance with this Privacy Policy and in publications FOM will comply with the IATI standard.

This policy sets out how FOM uses and protects any information collected from trustees, personnel, post holders, partners, beneficiaries, volunteers, contributors and consultants.

### Personal information

Contact details and information about any person involved or contributing to FOM are held on a confidential database.

FOM will only display personal information not already in the public domain for which consent has been sought and given.

FOM will only communicate with a recipient using the method chosen by the recipient i.e. by email, post or telephone including mobile phones in compliance with the Data Protection Act 2018.

FOM will not sell or lease personal information to third parties unless required to do so by law. FOM will not distribute it to third parties unless it is with the consent of the donor.

FOM will disclose details of personal information which is held about an individual upon a request in writing to the FOM Charity Address in compliance with the Data Protection Act 1998 and 2018. FOM will act promptly upon any request to change or delete information held.

### What FOM collects

Anonymised data for analysis of work undertaken

Names and contact details of trustees

Names and chosen contact details of donors and contributors

Names, contact details, photographs of beneficiaries

### What we do with the information we gather

We require this information to correctly update and improve our website, for internal record keeping, to publish results and outcomes of Projects.

FOM is committed to ensuring that all personal information is secure. In order to prevent unauthorized access or disclosure, FOM has suitable physical, electronic and managerial procedures to safeguard and secure the information collected.

This Policy was agreed at the FOM Trustee Meeting held on

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Signed:.....

Position:.....

Date Policy to be Reviewed .....

DRAFT