



**THE GLOBAL  
FUND FOR  
FORGOTTEN  
PEOPLE**

*The Order of Malta*

## **GLOBAL FUND FOR FORGOTTEN PEOPLE – PRIVACY STATEMENT**

This statement explains what we do with people's personal data, and how people can exercise their rights over it.

### **Who we are and how to contact us**

We are the Global Fund for Forgotten People, Order of Malta. We are an English company limited by guarantee with company number 08107614 and a registered charity with number 1148427. Our office is at Punches Barn, Waterperry Road, Holton, Oxfordshire OX33 1PR.

We are the vehicle for the charitable works of the Sovereign Order of Malta (<https://www.orderofmalta.int/>), a lay religious order of the Catholic Church.

This statement is intended to provide a succinct, easily understood overview of what we do with people's personal data. If you have any questions or concerns about the information in this statement, or about our handling of personal data more generally, or if you would like more detailed information on a particular point, you should email us at [team@forgottenpeople.org](mailto:team@forgottenpeople.org) or write to us at the above address for the attention of the marketing, communications and events manager.

### **The personal data we handle, what we do with it and why**

We store and use the names and contact details of current, prior and potential donors, as well as their donation history and related information about their interactions with us such as comments, suggestions and dietary requirements, in order to raise funds for our charitable activities.

Because of our relationship with the Sovereign Order of Malta, we hold the contact details of members of the Order, and relevant staff and volunteers working for the Order, in order to manage that relationship and to solicit donations from members.

We also hold contact details of the board, members, volunteers and staff of the Order, and staff at partner organisations of the Order, in connection with the making and administering of grants.

Finally, we hold the details of people who sign up on our website in order to receive our newsletters, in order to send them those newsletters.

Our website may incidentally gather diagnostic information about visitors' devices in its event logs. We do not use analytic or retargeting cookies on our website.

### **Who we share that data with**

We share that data with the Sovereign Order of Malta, consistent with our status as their charitable vehicle, if they ask for it.

We also share that data with our service provider organisations, such as IT providers, if necessary to allow them to provide their service to us. We have put appropriate contracts in place with them requiring them to keep that data safe.

### **How long we keep it for**

We will retain the contact details of donors for the duration of our relationship with them, and for up to 10 years afterwards, depending on the nature of that relationship.

The Global Fund for Forgotten People, The Order of Malta.  
30 Upper High Street, Thame, Oxfordshire, OX9 3EZ  
[team@forgottenpeople.org](mailto:team@forgottenpeople.org) | 01844 318708

The Global Fund for Forgotten People has 501 (c) (3) status in the United States & is a registered charity in England and Wales (1148427).



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We retain the details of the members, staff and volunteers of the Order for so long as they remain members, staff or volunteers of the Order, and the contact details of staff at partner organisations for so long as those organisations remain partners and they remain staff there in roles relevant to our relationship with that organisation.

### **The legal basis on which we process it**

We carry out our fundraising and grant-making activities on the basis of our legitimate interest in raising funds for our charitable activities, and then carrying them out by making grants, in accordance with our charitable objectives.

We process the personal data of the board, members, volunteers and staff of the Order on the basis of our legitimate interest in managing our relationship with the Order.

Because the Order is a Catholic organisation, the personal data of its members, staff and volunteers per se can constitute information about their religious beliefs, which is a “special category of data” under the law subject to additional protections. We process that data on the basis of the exemption in the law for the legitimate activities of a not-for-profit body with a religious aim.

### **Your rights and how to exercise them**

The law gives you certain rights in respect of the information that we hold about you. Below is a short overview of those rights. The website of the Information Commissioner’s Office (<http://www.ico.org.uk>) has a wealth of useful information in respect of your rights over your personal data.

If you wish to exercise your rights, the best way to do so is by email to [team@forgottenpeople.org](mailto:team@forgottenpeople.org), but if you prefer you can also write to us at the address above for the attention of the marketing, communications and events manager.

#### ***Your right to a copy of the information we hold about you***

With some exceptions designed to protect the rights of others, you have the right to a copy of the personal data that we hold about you, as well as information about what we do with it, who we share it with and how long we will hold it for. We may make a reasonable charge for additional copies of that data beyond the first copy, based on our administrative costs.

#### ***Your right to have inaccurate information about you corrected***

You have the right to have the information we hold about you corrected if it is factually inaccurate.

#### ***Your right to object to what we do with your data, and to have restrictions placed upon it***

Where we process your personal data on the basis of our legitimate interest, you have the right to object to that processing and to have restrictions placed upon it while we consider your objection.

#### ***Your right to have your information deleted in some circumstances***

You have the right to require us to delete the information that we hold about you if it is no longer necessary for the purpose we collected it for, and there is no other legal basis on which we must, or are allowed to, retain it.

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***Your right to stop receiving fundraising communications from us***

You have the right to require us to stop contacting you for fundraising or marketing purposes. It can sometimes take a few days to action these requests.

***Your right to complain to the ICO***

You have the right to lodge a complaint about our handling of your personal data with the supervisory authority, which in the UK is the Information Commissioner's Office.

You can contact the Information Commissioner's Office on 0303 123 1113.

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