

## RFSA Foundation Privacy Policy - 2018

The RFSA Foundation is committed to respecting and protecting your privacy. Once you choose to provide us with personally identifiable information (any information by which you can be identified), you can be assured that it will only be used to support your relationship with the RFSA Foundation.

### How we use your information

The RFSA uses any information collected from you to better understand your needs and provide you with information. We may also use your information to contact you or to provide you with information we think would be of particular interest. We will always give you the opportunity to opt out of receiving such information, normally via an opt out tick box on a form. We use your data to carry out our obligations arising from any agreements entered into between us and you, such as professional services, employment contracts, trustee appointments, grant or scholarship invitations or offers.

### Who we share your information with

The RFSA will not sell, rent, or lease your personally identifiable information to others.

### Security of information

The RFSA is committed to ensuring the security of your information. We have put in place appropriate physical and electronic procedures to secure the information we collect.

### Principles of processing personal data outlined in the GDPR

When processing personal data, the RFSA complies with the following principles of good practice:

<b>Lawfulness, fairness and transparency</b>	Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject
<b>Purpose limitation</b>	Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
<b>Data minimisation</b>	Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
<b>Accuracy</b>	Personal data shall be accurate and, where necessary, kept up to date
<b>Storage limitation</b>	Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
<b>Integrity and confidentiality</b>	Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
<b>Accountability</b>	The controller shall be responsible for, and be able to demonstrate compliance with the GDPR