

Mount Everest Foundation Privacy Policy

Data Protection law change on the 25th May 2018 with the introduction of the General Data Protection Regulations, and the Mount Everest Foundation has reviewed the use of personal data in its operations. This relates to the personal data of Trustees, Committee members, and volunteers, as well as those of grant applicants.

How we use your personal information

We promise:

- To keep your data safe and private.
- Not to sell your data to other organisations.
- To give you ways to manage and review the data we hold about you at any time.

What is in scope and what is out of scope?

The Mount Everest Foundation Trustees and Committee are responsible for the management of the Foundation, and their responsibility as regards GDPR is purely just for the Foundation, and the content of this document is purely related to the Foundation.

If you have any questions, or need more details about how we use your personal information, please ask by contacting the Secretary at glynhughes@waitrose.com, or by phone 01494 792073.

Confidentiality

As Trustees, Committee Members, and volunteers for the Mount Everest Foundation, please ensure at all times the confidentiality of the personal data and information, as defined by the General Data Protection Regulations, held by the Foundation. In particular ensure that the data and information that is available to you is not made available to any person outside the Foundation, either intentionally or inadvertently.

How the law protects you

As well as the Foundations Privacy Policy, your privacy is protected by law.

The law requires the Foundation to only use your personal information for the purposes for which it was collected, and not to keep your data for longer than is necessary for that purpose, i.e. the Foundation can only use your personal information if we have a proper reason to do so. This includes sharing it outside the Foundation. The law says that we must have one or more of these reasons to hold and use your personal information:

- You gave your consent for the Foundation to hold the information.
- The Foundation has identified a legitimate interest to do so.

A legitimate interest is when we have identified, or when we believe that there is, a clear benefit to you, and that you would reasonably expect the Foundation to use the data in that

way. Any legitimate interest must not unfairly go against what is right and best for the individual. Where the Foundation relies on legitimate interest, this is stated, and also what that interest is.

How the Foundation and its Trustees, Officers and Committee Members may use your personal information

The personal information of the Trustees, Officers and Committee members, which is limited to contact details, is used to facilitate communication in the operations of the Foundation.

The personal information of grant applicants, as entered on their grant application forms, may be used to contact applicants in the course of reviewing these applications.

This information will only be used for these stated purposes, and will not be passed on to third parties.

Trustees, Officers and Committee members submitting claims for expenses, and requiring payment by bank transfer, will provide bank account details, which will be used solely for this purpose. Likewise, grant applicants requesting payment by bank transfer will provide their bank details, and these will be used solely for this purpose. Bank details will not be retained once the specific transaction has been completed.

If you choose not to give personal information, or wish to have personal information withheld

If you choose not to give some or all of your personal information it may delay or prevent our communicating with you. In the case of Trustees Officers or Committee Members, this may limit your ability to carry out your role. In the case of grant applicants, it may affect our ability to effectively process your application.

If you wish to have any personal information withheld, please contact the Secretary.

For how long will we keep your personal information

In the case of Trustees, Officers and Committee members, your personal information will be retained for the duration of your period of office. For grant applicants, information will be retained until the Final Report for your expedition has been received.

Disclosure of personal data

The foundation will disclose the personal data of Trustees, Officers and Committee members to comply with legal requirements. This will include fulfilling the filing requirements of Companies House and the Charities Commission.