

## **Gift aid supporters**

### **Privacy statement**

#### **Who we are**

Discovery Student Volunteering Swansea is a student led organisation that aims to serve the community of Swansea by enriching people's lives, challenging discrimination and supporting disabled people.

We do this in a range of ways and fundraise to support this.

#### **Why we keep information**

As you generously donate to us regularly and allow us to claim gift aid on your donations, we need to keep some information about you. Usually just your name, address and contact details. Plus your payroll number if you donate through the university payroll giving scheme.

We need this information to submit a gift aid claim.

We always keep your information stored in a locked drawer or on a password protected computer file.

#### **Sharing information**

We need to share some information about you with HMRC and our accountants to process the gift aid. Otherwise we will not share any information about you with anyone else.

#### **Seeing the information we hold about you**

We are happy to show you the information we hold about you. If you want to see it please make your request in writing addressed to the Director, Discovery, Fulton House, Swansea University, Singleton Park, Swansea, SA2 8PP.

#### **The legal bit**

General Data Protection Regulation 2018 sets out the reasons organisations are allowed to keep information. We keep your information because we have a 'legitimate interest' this means that we need to keep your information so that we can provide our services.

However if you would prefer we stopped keeping this information about you please contact us to request this. This would mean we could no longer claim gift aid on your donation but would still be very grateful to receive your donation

#### **Deleting the information we have about you**

We will delete the information we have about, if you ask us to or XX years after our last contact with you.

If you would like any more information or have any queries about this please contact

[Discovery@swansea.ac.uk](mailto:Discovery@swansea.ac.uk), 01792 295743