

# Privacy Policy

## Who We Are

LH Fundraising Ltd (*we, us, our*) gathers and processes personal information in accordance with this privacy policy and in compliance with both the Data Protection Act 2018 (DPA) and with the UK General Data Protection Regulation (UK GDPR). This policy provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process personal data.

LH Fundraising Ltd's registered office is at: Kingsley House, 22-24 Elm Road, Leigh-on-sea, Essex, SS9 1SN, and we act as the data processor when processing your data. We are registered with the ICO: ZB705656.

LH Fundraising Ltd takes privacy very seriously and will never disclose, share or sell personal data without consent; unless required to do so by law. We only retain data for as long as is necessary and for the purpose(s) specified in this policy. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time.

## Information That We Collect

### 1. Data we collect from you

#### **Cookie Notice**

This website uses a cookies for analytical purposes. This enables us to understand how you use the site and track any patterns. This helps us to develop and improve our website as well as products and / or services in response to what you might need or want. We use Google Analytics as a third-party plugin to the GA4 standard. No personal data is captured or stored including your IP address.

#### **What is a Cookie**

A "cookie" is a piece of information that is stored on your devices storage and which records how you move your way around a website so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyse traffic and for advertising and marketing purposes.

Cookies are used by nearly all websites and do not harm your system.

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies you may not be able to access all or parts of our site.

## **2. The data we collect**

LH Fundraising Ltd processes personal information to meet our legal, statutory and contractual obligations and to provide charity clients with our products and services. We gather, use, manage and disclose the personal data we collect through research using publicly available sources to our charity clients.

### **Research we undertake for our charity clients**

LH Fundraising Ltd undertakes research on behalf of charity clients to support them in their Trusts and Foundations fundraising. This research is undertaken to help them identify trusts and foundations whose interests and funding criteria closely align with their work. The research we undertake combines data from the following publicly available sources:

- Public registers: Companies House and Charity Commission;
- Newspaper sources, both current and archived (e.g. The Sunday Times Rich);
- Trust fundraising websites Fundsonline/Grant finder/Charity Excellence.
- Philanthropy registers and datasets (e.g. Who's Who, 360Giving/GrantNav);
- Personal networking websites (LinkedIn)

### ***The personal data that we collect during our research for charity clients is: -***

- Name
- Professional Address
- Email Address
- Director/Trustee appointments
- Occasionally, Charity Clients may share with LH Fundraising Ltd the names of Trustees of, or contacts known to, trusts and foundations for the purposes of making approaches and applications to specific trusts or foundations.

Charity clients enter into contract with LH Fundraising Ltd for the purposes of providing trusts and foundation's fundraising services. In carrying out such services, LHF acts as a Data Processor and the charity client remains the Data Controller throughout the contract period. All data processing is done in full in cooperation with the charity client as the Data Controller.

## **3. Your Rights**

You have the right to access any personal information that LH Fundraising Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as

possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this policy or where there is a legal requirement. LH Fundraising Ltd may use third-parties such as Tax Accountants, Pensions and Payroll Companies, Hosting companies or Backup solutions to provide the services and business functions; however, all processors acting on our behalf only process data in accordance with instructions from us and comply fully with this privacy policy, the data protection laws and any other appropriate confidentiality and security measures.

### **Safeguarding Measures**

LH Fundraising Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorized access, alteration, disclosure or destruction and have several layers of security measures in place, including: SSL / TLS encryptions, restricted access, IT authentication, business grade firewalls, Bitlocker drive encryption, anti-virus and antimalware protection.

### **Transfers Outside the EU**

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. LH Fundraising Ltd does not transfer or store any personal data outside the EU.

### **How Long We Keep Your Data**

**LH Fundraising Ltd** only ever retains personal information for as long as is necessary and we have retention policies in place to meet these obligations. Where required we are required under UK tax law to keep basic personal data (*name, address, contact details*), we hold this information securely for 7 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

### **Special Categories Data**

**LH Fundraising Ltd** does not collect or hold special category data.

## **Lodging A Complaint**

**LH Fundraising Ltd** only processes personal information in compliance with this privacy policy and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

### **LH Fundraising Ltd**

Kingsley House,  
22-24 Elm Road,  
Leigh-on-sea,  
Essex, SS9 1SN

**General Email: [enquiries@lesleyhynes.co.uk](mailto:enquiries@lesleyhynes.co.uk)**

**Complaints Email: [complaints@lesleyhynes.co.uk](mailto:complaints@lesleyhynes.co.uk)**