

BEN-GURION UNIVERSITY FOUNDATION PRIVACY POLICY

The Ben-Gurion University Foundation (Charity Number: 276203, Company Number: 1376848) and (“us” or “we”) takes your privacy very seriously. We always endeavour to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn’t reasonably expect. This Privacy Policy sets out our data collection and processing practices and your options regarding the ways in which your personal information is used.

Please read the following carefully to understand our practices regarding your personal data and how we will treat it. We may update this policy from time to time without notice to you, so please check it regularly.

WE COLLECT INFORMATION ABOUT YOU:

1. When you give it to us DIRECTLY

You may give us your personal data in order to sign up for one of our events, make a donation, receive our e-newsletter, apply to one of our education programmes, or find out about research taking place at the Ben-Gurion University of the Negev.

2. When you give it to us INDIRECTLY

Your information may be shared with us by independent event organisers, for example fundraising sites like Just Giving or Virgin Money Giving, by the Ben-Gurion University of the Negev or by one of the International associates offices supporting the Ben-Gurion University of the Negev. These independent third parties will only share your information with us when you have indicated that you wish to support Ben-Gurion University Foundation and with your consent. You should check their privacy policy when you provide your information to them in order to understand fully how they will process your data.

3. When you give permission to OTHER ORGANISATIONS to share it or it is AVAILABLE PUBLICLY

We combine information you provide to us with information available from external publicly available sources such as Companies House and published articles and newspapers. Depending on your privacy settings for social media services, we may also access information from those accounts or services. We use this information to gain a better understanding of you, and to improve our communications and fundraising approaches (see supporter research/profiling below).

4. When you visit our WEBSITE

We use “cookies” to identify you when you visit our website and to enable us to remember your log in details. Please refer to our Cookies Policy for details on how and why we use this data.

We link our website directly to other websites. This privacy policy does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit.

WHAT PERSONAL DATA WE HOLD ABOUT YOU AND HOW WE USE IT

We will typically hold your name and contact details, including address, phone number and email address. But we may request other information where it is appropriate and relevant, for example:

- Details of why you have decided to support/contact us;
- Your bank or credit card details and Gift Aid declaration information; and
- Your date of birth or medical information (if relevant to your participation in an event).

We will use your data to:

- Handle the administration of any gift or donation you make via cash, cheque, credit/debit card, standing order, BACS transfer or charity voucher;
- Handle the administration of Gift Aid and your Gift Aid declaration;
- Handle the administration of your application to join an education programme, visit or event;
- Send you information about our work, events, educational programmes, fundraising opportunities and any other information, products or services that we provide;
- Provide you with the services, products or information you have requested;
- Keep a record of your relationship with us.

We will only ever collect sensitive personal data (e.g. in relation to your health), with your explicit consent.

Supporter research/profiling

We may use your data to undertake research to gather further information about you from publicly accessible sources (as noted above). This helps us to get a better understanding of your background, interests and preferences in order to improve our communications with you including fundraising approaches, to help ensure they are targeted to be relevant and appropriate. This information may include details of your education, employment and directorships, charitable commitments and your interests and networks.

You have the right to ask us not to undertake this further research and profiling: to opt-out from this data processing please contact the Ben-Gurion University Foundation by email: **bengurion.foundation@bguf.org.uk** or phone: 020 7446 8558.

Communications and marketing

We will contact you by post and telephone, and where you have provided consent, also by e-mail, with targeted communications to let you know about our events and activities that might be of particular interest; about the work of the Ben-Gurion University of the Negev; and to ask for donations or other support.

You can opt-out from receiving our marketing communications, or update your contact preferences at any time by contacting the Ben-Gurion University Foundation by email: bengurion.foundation@bguf.org.uk or phone: 020 7446 8558.

Data sharing

We do not sell or share your personal details with third parties for the purposes of marketing. However, if you make a restricted donation to Ben-Gurion University Foundation, we do share your donation and contact details with the Ben-Gurion University of the Negev in Israel in order that they can administer and manage your donation according to your wishes, and they may communicate with you directly about your gift and with updates on the Ben-Gurion University of the Negev's work and events.

If you make a restricted donation we may want to inscribe your name on one of the donor walls at Ben-Gurion University of the Negev, but we will not do so without your consent.

If we run an event in partnership with another named organisation, including one of the International associates offices* supporting Ben-Gurion University of the Negev, your details may need to be shared. We will be very clear about what will happen to your data when you register for such an event, and provide you with appropriate options at the time of signing up.

***Ben-Gurion University of the Negev has International associates offices based worldwide.**

HOW WE KEEP YOUR DATA SAFE AND WHO HAS ACCESS TO IT

We endeavour to ensure that there are appropriate technical controls in place to protect your personal details. For example our network is protected and routinely monitored.

Your information is only accessible by appropriately trained staff, volunteers and contractors.

We may need to disclose your personal information upon request to regulatory and government bodies, law enforcement agencies and suppliers we engage to process data on our behalf. We may also merge or partner with other organisations and in so doing, acquire or transfer information.

The information we collect from you may be transferred to and stored at a destination outside the European Economic Area ("EEA"), including the International associates offices in the circumstances described above. It may also be processed by suppliers operating outside of the EEA. If we send your personal data outside the EEA we will take reasonable steps to ensure that the recipient implements appropriate measures to protect your information.

We will only ever share your data in circumstances other than those set out in this policy if we have your explicit and informed consent.

DATA RETENTION

We keep data for as long as there is a need to keep it in connection with the purposes for which it was collected and in accordance with our Data Retention Policy. In the event that you ask us to stop sending you marketing communications, we will keep your name on our internal suppression list to ensure that you are not contacted again.

YOUR RIGHTS

In certain circumstances you have a right to ask us to stop processing your personal data in a particular way, or for your data to be erased from our database. If it is not necessary for the purpose you provided it to us for (e.g. processing your donation or registering for an event) we will do so.

The legal basis that we rely on for processing your data is either where:

- you have provided your consent to us using your data in a certain way;
- where it is necessary in connection with the performance of a contract with you; or
- where it is in our legitimate interests to do so, provided this is not unwarranted by reason of prejudice to you. Our legitimate interest in these cases is to run and administer Ben-Gurion University Foundation and to raise funds in pursuance of our charitable purposes.

You have a right to ask for a copy of the information we hold about you. If you want to access your information, send a description of the information you want to see and proof of your identity by post to the Ben-Gurion University Foundation, ORT House, 126 Albert Street, London, NW1 7NE.

Please let us know if you have any queries or concerns about the way that your data is being processed by contacting us using the contact details below. You are also entitled to make a complaint to the Information Commissioner's office, for further information see the Information Commissioner's guidance here <https://ico.org.uk/for-the-public/personal-information>.

CONTACT DETAILS

Ben-Gurion University Foundation

ORT House

126 Albert Street

London

NW1 7NE

CHANGES TO THIS PRIVACY NOTICE

We keep our privacy notice under regular review.

This privacy notice was last updated on: **22 July 2020**