



## **The Sheba Project Ltd**

# **Privacy and COPYRIGHT Notice**

### **PRIVACY NOTICE**

This privacy notice tells you what to expect us to do with your personal information.

The Sheba Project Ltd is committed to protecting your privacy. We aim to ensure that all information you give to us is held securely and is only used in a manner that you have consented to or would expect. Everything we do is underpinned by our values, transparency and accountability; we want to be reliable and live responsibly to high professional standards.

This privacy notice applies to The Sheba Project Ltd – the data controller with regards to the personal data you have disclosed to us. A data controller is the person or organisation who determines the purpose for which, and the way, any personal data is processed. The data controller is responsible for establishing practices and policies in line with the applicable Regulations.

This notice explains how we collect, store and use your personal data. The websites referred to in this notice are [www.shebaproject.co.uk](http://www.shebaproject.co.uk) and our social media channels.

The information in this notice is provided in accordance with the General Data Protection Regulations (GDPR) and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR).

### **USE OF COOKIES BY THE SHEBA PROJECT LTD**

You can read about how we use cookies on our [cookies page](#).

### **WHAT INFORMATION DO WE COLLECT FROM YOU?**

We collect data from you when you interact with The Sheba Project Ltd online, face to face, by post, over the phone or via SMS. Some of this information is personal data which can be used to identify you. Examples of personal data include your name, address, date of birth, telephone number, email address and sometimes bank details if you are making a donation. For access to some content you may be asked to register using your name and a password. We will only use data which is relevant to the purpose for which you have given it.

### **WHAT INFORMATION DO WE COLLECT FROM THIRD PARTIES?**

We may amalgamate data given with publicly held data which may help us reduce the likelihood of post not being delivered, or being sent which would not be appropriate to you and to personalise our interactions with you.

### **USING YOUR PERSONAL DATA FOR MARKETING AND FUNDRAISING**

If you want to be updated about our work, we use personal data for marketing purposes. This ensures you receive the information resources/service you may have requested. Examples of such communications are our brochure/magazine/newsletter, online newsletters (eNews) and other paper based and electronic communications.

We may ask you to financially support our work by sending you fundraising appeals or to join in other fundraising activities. We may also use your data to process any donations you have given and any Gift Aid associated with that donation.

We may use your data to better segment and target our Direct Marketing and Fundraising, e.g. we may use your date of birth for age/date appropriate communications and fundraising.

## **HOW WILL WE CONTACT YOU?**

If you have opted-in to specific communications channels we will honour your most recent request. In all cases we will only ever use email and SMS & WhatsApp text for marketing or fundraising purposes when you have given specific opt-in consent. We will use legitimate interest as the basis for post and phone communications.

We believe this approach will ensure that you receive the information you wish to receive, particularly regarding how your donations are spent.

Should you wish, you can specify a time limit for your consent to remain valid for, after which time we will not be able to contact you unless you give further consent. As a default position we will consider consent to remain valid while you are financially supporting us or receiving our regular communications and have not objected to doing so.

You can give or withdraw consent to Direct Marketing and fundraising, or change your contact channel preferences, at any time by writing to us by emailing [shebaproject@hotmail.com](mailto:shebaproject@hotmail.com). **Please let us know if you change your contact details or if you believe any information we hold is incorrect.**

## **STORING AND SHARING YOUR DATA**

The Sheba Project Ltd stores your data on a secure cloud-based iCloud Drive.

Your data will not be processed outside of The Sheba Project Ltd and will not be disclosed to any parties outside of The Sheba Project Ltd, except to trusted partners and affiliates with whom we work, or work for us, to fulfil orders, e.g. sending our mailing and fundraising appeals, sending electronic mail, or to process donations and Gift Aid, e.g. our bank, accountant and HMRC.

As part of our responsibilities to ensure that data we hold is accurate and up to date, we may occasionally undertake a process of cleansing data.

We only enter into relationships with third parties who have appropriate data protection policies and procedures in place. All data held by third parties is destroyed when it is no longer needed.

We will not disclose your data to any other third parties unless we have your explicit consent to do so. At no time, will your data be passed to a third party for marketing purposes.

## **HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

Your personal data will be held on our database during the period of our active relationship. Once we no longer require your data it may remain on our database but will be marked inactive and no further steps will be taken to process it. There may be statutory reasons beyond our control for storing data including HMRC regulations

regarding Gift Aid. We will not keep your personal data for any longer than is necessary. Once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems.

## **YOUR RIGHTS**

In relation to us processing your personal data you have the following rights, which can be exercised at any time:

- To withdraw your consent for us to process your data.
- To be forgotten – to request your data is no longer processed or quarantined.
- Subject access requests – a right to request a copy of the data we hold about you.
- To object to your data being used by us for the purposes of direct marketing.

## **WHAT ELSE YOU SHOULD KNOW ABOUT PRIVACY ONLINE**

Remember to close your browser when you have finished your session. This will help ensure others cannot access your personal information and correspondence if you share a computer with someone else or are using a computer in a public place like a library or internet café. You, as an individual, are responsible for the security of, and access to, your own computer.

Please be aware that whenever you voluntarily disclose personal information over the internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your usernames and passwords and any account information. Please be careful and responsible whenever you are using the internet.

Our pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.

## **YOUR QUESTIONS**

Contact us via email [shebaproject@hotmail.com](mailto:shebaproject@hotmail.com)

A copy of The Sheba Project Ltd's Data Protection Policy is available upon request. If you wish to receive further information regarding The Sheba Project Ltd's Data Protection Policy please contact Ms L Begum via email at [shebaproject@hotmail.com](mailto:shebaproject@hotmail.com).

Any issues, questions or concerns you may have in relation to the way The Sheba Project Ltd process your data please do not hesitate to contact Ms L Begum.

If at any time you have any concerns about the way your data has been processed by The Sheba Project Ltd and those concerns cannot be resolved by The Sheba Project Ltd directly, you have the right to take those concerns externally and raise them with the regulator, the Information Commissioner.

### **The ICO's address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## CHANGES TO THIS NOTICE

This privacy notice was last updated on **7 October 2024**.

## COPYRIGHT

All rights reserved, including copyright and database right. All material on this website is the copyright of The Sheba Project Ltd, unless otherwise stated.

Material on the site may be reproduced free of charge in any format or medium for research, private study, personal non-commercial use. This is subject to the material being reproduced accurately and not used in a misleading context. The Sheba Project Ltd should be acknowledged in all uses.

You can download and print out hard copies of any part of the content on The Sheba Project Ltd's website for personal non-commercial use. Otherwise, no part of this website may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of The Sheba Project Ltd.

The permission to reproduce The Sheba Project Ltd material does not extend to any material on this site which is identified as being the copyright of a third party. Authorisation to reproduce such material must be obtained from the copyright holders concerned.

Requests for use of The Sheba Project Ltd copyrighted material should be emailed to [shebaproject@hotmail.com](mailto:shebaproject@hotmail.com)

**7 October 2024.**

## INTELLECTUAL PROPERTY

The names, images, pictures and logos identifying The Sheba Project Ltd, are proprietary marks of The Sheba Project Ltd. Copying our logos and/or any other third-party logos accessed via this website is not permitted without prior approval from the relevant copyright owner.

Permission to use our logo should be directed to [shebaproject@hotmail.com](mailto:shebaproject@hotmail.com) – tell us how and why you wish to use our logo. Please include your contact details, name, address, telephone number, fax number and email.

**7 October 2024.**

## COOKIES POLICY

In common with most other websites, we use cookies. A cookie is a small piece of text sent from a website and stored in your web browser. The cookie can be retrieved by the website the next time you return to the website, so that the website can, for example, remember your saved preferences.

By continuing to use this website you agree to us placing cookies on your computer. Most web browsers accept cookies by default, but you can change these settings to prevent this if you wish. You should consult the documentation of your web browser for advice on how to do this.

**7 October 2024.**