

Traidcraft Exchange - Data Protection and Privacy Statement

Traidcraft Exchange needs to collect and use certain types of information about people with whom it deals in order to operate. These include: current, past and prospective donors; staff; and others with whom it communicates.

All personal information must be dealt with properly no matter how it is collected, recorded and used - whether on paper, by computer, or recorded on other material. These are safeguarded under the Data Protection Act, the Privacy and Electronic Communications Regulations and the Freedom of Information Act.

The Data Protection Act allows us to hold and process personal data for particular purposes. Personal data means data that relates to a living individual, organised in such a way that the individual can be identified from the data. It includes factual data as well as any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

Traidcraft Exchange regards the lawful and correct treatment of personal information as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. Traidcraft Exchange treats personal information lawfully and correctly, and is registered under the Data Protection Acts (1984 and 1998) to ensure this happens.

The Data Protection Act requires that anyone who processes personal information must comply with eight principles, which make sure that data is:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate and up to date;
- not kept for longer than is necessary;
- processed in line with your rights;
- secure; and
- not transferred to other countries without adequate protection.

In response to these Traidcraft Exchange aims to:

- Fully observe conditions regarding the fair collection and use of information;
- Meet its legal obligations to specify the purposes for which information is used;
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply checks to determine the length of time information is held;
- Ensure that the rights of people about whom we hold information are able to be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken; the right of access to one's personal information; and the right to correct, rectify, block or erase information which is regarded as wrong);
- Take appropriate technical and organisational security measures to safeguard personal information; and
- Ensure that personal information is not transferred abroad without suitable safeguards.

Traidcraft Exchange has signed up to the Fundraising Standards Board (FRSB). The FRSB is a self-regulatory body for fundraising in the UK, members of which agree to adhere to the highest standards of good practice with their fundraising and a [Fundraising Promise](#). Organisations that join the scheme can use the FRSB logo to demonstrate their commitment and this is underpinned by a robust and accessible fundraising complaints procedure for members of the public should they have a problem.