

## **3H Privacy Policy**

3H Fund are committed to protect the privacy of all its Applicants, Donors, Staff, volunteers and any other persons associated with the charity.

We take the security of all information submitted to us very seriously.

This policy illustrates the procedures that are in place to protect the personal information that comes to us, in order to safeguard people's privacy.

Personal data received by 3H will be used as necessary to: organise holidays and day trips, assessing disabled persons medical conditions, providing care, for possible emergencies, process grants, process donations, fundraising and any other associated activities. Persons receiving and dealing with personal data will have signed a confidentiality declaration.

Consent will be sought for each aspect.

At 3H personal data will be held securely and on computers which are password protected. It is necessary to pass on some personal data to other people such as holiday Leaders, Nurses, Doctors and Holiday venues. Any persons or organisations with whom data is shared will be made aware of their responsibility to ensure that data in their possession are kept secure at all times.

Photos, videos and some personal details, with first name only, may be used for marketing purposes. This will only happen following consent from the person.

Any personal data held by 3H can be requested and following a request the information shall be returned to the applicant within a month.

**April 2018**