



The Anthony Seddon Fund
Supporting mental wellbeing in our community

Document Control	
Title:	Privacy Policy
Version:	2
Reference Number:	HR-PP-IG-09
Scope:	
This policy applies to all trustees, staff, volunteers, customers, and other third parties who engage with The Anthony Seddon Fund via various means.	
Purpose:	
The purpose of this document is to explain how we collect, use, and share personal information when individuals interact with the charity through various means.	
Supersedes:	
HR-PP-IG-09 – Privacy Policy – V1	
Version Changes:	
<ul style="list-style-type: none">• No substantive changes required.• Updated document reference to reflect revised naming convention.• Updated Section 9 – Review to reflect the charity's new tiered policy review cycle.	
Next Review Date:	June 2026
Review Tier:	Tier 1

Contents

1. Introduction.....	2
2. What Information Do We Collect?	2
3. How Do We Use Your Information?	3
4. Legal Basis for Processing Data	3
5. How Do We Protect Your Information?	4
6. Data Retention	4
7. Your Rights.....	4
8. Complaints Handling.....	5
9. Review	5

1. Introduction

At The Anthony Seddon Fund, we are committed to protecting the privacy of all individuals who engage with us, including trustees, staff, volunteers, customers, and other third parties. This Privacy Policy explains how we collect, use, and share personal information when individuals interact with the charity through various means, in line with our legal obligations and day-to-day operations.

We ensure that personal data is collected and used fairly, stored securely, and not disclosed unlawfully, in compliance with all relevant data protection legislation, as outlined in **HR-PP-IG-01 – Data Protection & Confidentiality Policy**. This policy reflects our dedication to protecting personal information and maintaining transparency about how we handle data. For further details on how we manage privacy through our website and social media, please refer to **HR-PP-IG-09A – Privacy Policy Website & Social Media**.

2. What Information Do We Collect?

We collect personal information when you interact with The Anthony Seddon Fund in various ways, including but not limited to:

- Visiting our website or using our other services.
- Making a donation.
- Signing up for our newsletter or other communications.
- Applying for a job or volunteer opportunity with us.
- Attending one of our events.
- Using one of our services.
- Engaging with us on social media.
- Sharing your story or feedback with us.

The personal information we collect may include your name, email address, phone number, postal address, date of birth, and other contact details. Additionally, we may gather information related to your interests, such as your mental health history, your support needs, and your communication preferences.

3. How Do We Use Your Information?

We use your personal information to:

- Provide the services you have requested.
- Communicate with you about our work and updates.
- Raise funds to support our initiatives.
- Improve and enhance our services.

Additionally, we may use your information for research purposes, but only in a manner that ensures you are not personally identifiable.

We may share your personal information with trusted service providers, such as:

- Our website host.
- Payment processors.
- Email service providers.

We may also share your information with partners, including other mental health charities and services. Your personal information will only be shared with these parties if we have obtained your explicit consent or if we are required to do so by law.

4. Legal Basis for Processing Data

The Anthony Seddon Fund processes personal information under several legal bases, in compliance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. These legal bases include:

- **Consent:** Where individuals have given clear consent for us to process their personal information for specific purposes, such as receiving communications or updates.
- **Contractual Necessity:** When processing is necessary for us to fulfil a contract or provide a service that an individual has requested, such as signing up for an event or applying for a job.
- **Legal Obligation:** When we are required by law to process personal data, such as for safeguarding purposes or financial reporting.
- **Legitimate Interest:** Where processing is necessary for the legitimate interests of the charity, provided that these interests are not overridden by the individual's rights and freedoms.

5. How Do We Protect Your Information?

We take the security of your personal information very seriously and have implemented appropriate security measures to safeguard it from unauthorised access, use, or disclosure. These measures include both technical and organisational controls to ensure your data is protected.

For further details on our approach to data security, please refer to the following policies:

- **HR-PP-IG-01 – Data Protection & Confidentiality Policy**
- **HR-PP-IG-06 – Information Security Policy**
- **HR-PP-IG-07 – Information Risk Management Policy**

6. Data Retention

We retain personal information only for as long as is necessary to fulfil the purposes for which it was collected or to comply with legal, regulatory, or contractual obligations. After this period, personal data is securely deleted or anonymised.

Our data retention practices are governed by the **HR-PP-IG-02 – Data Retention Guidance**, which outlines the retention periods for various categories of data. If you would like more information about our data retention policy or to request the deletion of your data, please contact us at **office@tasfund.org.uk**.

7. Your Rights

You have the following rights regarding your personal information:

- **Access:** You have the right to request a copy of the personal information we hold about you.
- **Correction:** You have the right to ask us to correct any inaccurate or outdated information.
- **Deletion:** You can request the deletion of your personal information under certain circumstances.
- **Objection:** You have the right to object to the processing of your personal information.
- **Data Transfer:** You may object to the transfer of your personal information to another country.

We are committed to ensuring that your personal information is accurate and up-to-date. If you believe that any information we hold is incorrect, or if you would like it removed, please contact us.

If you have any questions about this Privacy Policy or your rights, you can reach us at **office@tasfund.org.uk**.

8. Complaints Handling

If you believe that The Anthony Seddon Fund has not handled your personal data in accordance with this Privacy Policy or data protection laws, you have the right to make a complaint.

To raise a complaint, please contact us at **office@tasfund.org.uk**, and we will investigate your concerns promptly.

If you are not satisfied with our response, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**, the UK supervisory authority for data protection matters. You can contact the ICO at:

- **Website:** www.ico.org.uk
- **Helpline:** 0303 123 1113

9. Review

This policy will be reviewed in line with The Anthony Seddon Fund's policy review cycle, which operates on a tiered system based on risk, relevance, and compliance need:

- **Tier 1** – Annual review (compliance-critical policies)
- **Tier 2** – Review every two years (operational or people-focused policies)
- **Tier 3** – Review every three years (low-risk or informational policies)

In addition to the scheduled cycle, this policy may also be reviewed earlier if:

- There are significant changes in legislation or best practice.
- Internal monitoring, feedback, or incidents indicate a review is necessary.
- Structural or operational changes within the charity affect its relevance or application.

Whether or not there were substantive changes, the version control section will display the date of the most recent review.