

# Normandy Day UK - Privacy Policy

## DATA PROTECTION STATEMENT

Keeping your data secure is very important to us. By providing your personal details you agree to allow Normandy Day UK to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We will never make your personal data available for marketing purposes to external individuals or organisations.

## WHY WE COLLECT INFORMATION ABOUT YOU

We collect information about you:

- To provide you with information about our work
- To ask for financial or non-financial support
- To process donations and to ensure they are recorded correctly.

## KEEPING US UP TO DATE WITH YOUR DETAILS AND CONTACT PREFERENCES

Please tell us as soon as any of your contact details change so that we can keep our records up to date. You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email.

## WHO SEES YOUR INFORMATION?

The information we collect will be used exclusively within Normandy Day UK. We do not pass any of your personal information to any other organisations and/or individuals without your express consent.

## HOW LONG DO WE KEEP YOUR INFORMATION?

The length of time we keep the information you have given us depends on the context in which you provided it. We will only keep information that is necessary for us to provide information and resources, and for statistical purposes.

We will keep records of any financial transactions you enter into with us for a minimum of six years, to enable us to meet with accounting requirements and respond to any questions from you that arise during that period. Gift Aid declarations and transactions must be kept for a minimum of 12 years after the Gift Aid is no longer valid.

## VIEWING THE INFORMATION WE HOLD ABOUT YOU

You may request details of all the information Normandy Day UK holds about you by emailing [contact@normandy-day.co.uk](mailto:contact@normandy-day.co.uk).