



GDPR Privacy Policy

For Somali Diaspora Foundation

1. Purpose

The Somali Diaspora Foundation (SDF) is committed to protecting the rights and privacy of individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, store, process, and protect personal data.

2. Scope

This policy applies to all trustees, staff, volunteers, contractors, and any third parties handling personal data on behalf of SDF.

3. Key Principles

- SDF will ensure that all personal data is:
- Processed lawfully, fairly, and transparently.
- Collected for specific, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Stored only as long as necessary.
- Processed securely to prevent unauthorised access or loss.

4. Legal Bases for Processing

- SDF may process personal data on one or more of the following legal bases:
- Consent of the data subject.
- Necessary for the performance of a contract.
- Compliance with a legal obligation.
- Protection of vital interests.
- Legitimate interests pursued by SDF (e.g., delivering services, fundraising).

5. Types of Personal Data We Collect

- Names, contact details, and demographic information.
- Emergency contact information.
- Attendance records for events or services.
- Images and video (with consent).
- Donation and Gift Aid records.
- Volunteer and staff data including DBS checks.

6. How We Use Personal Data

- SDF may use personal data for the following purposes:
- To deliver services and run events.
- To maintain accurate records of participation and engagement.
- For safeguarding and health & safety compliance.
- For fundraising, marketing, and communication (with consent).
- To meet statutory and regulatory obligations.

7. Data Sharing

- SDF does not sell personal data. We only share data with:
- Trusted partners and service providers (under data processing agreements).
- Regulatory or law enforcement authorities, where legally required.

8. Data Security

SDF implements appropriate technical and organisational measures to protect data from unauthorised access, alteration, disclosure, or destruction. This includes:

- Secure storage (physical and digital).
- Password protection and data encryption.
- Access controls and staff training.

9. Data Retention

Personal data will only be retained for as long as necessary for its intended purpose and in accordance with our Data Retention Schedule.

10. Data Subject Rights

Individuals have the right to:

- Access their personal data.
- Rectify inaccurate or incomplete data.
- Request erasure (“right to be forgotten”).
- Restrict or object to processing.
- Withdraw consent (where applicable).
- Lodge a complaint with the Information Commissioner’s Office (ICO).
- Requests can be made in writing to: Data Protection Officer: Somali Diaspora Foundation
hello@somalidiasporafoundation.co.uk

11. Policy Review

This policy will be reviewed annually or in response to changes in relevant legislation or practices.

Approval By	Date	Next Review Date
Chair: Rooda Abdillahi	22/01/2026	22/01/2027