Data Protection & Management Policy
La Salle Hospitality Education Charity

Approved by: Board of Directors
Effective Date: April, 2025
Last Updated: April, 2025
Lead Safeguarding Officer: Gerry Proctor
Director: Joshua Boyd / Chris Brown / Dave Mansbridge / Caroline Dawson / Louise Kemp / Gaynor Black / Gerry Proctor

1. Introduction

La Salle Hospitality Education Charity is committed to protecting and respecting your privacy. This GDPR Policy explains how we collect, use, and store your personal data in compliance with the General Data Protection Regulation (GDPR). By engaging with our services, including submitting your personal information for donation or event purposes, you acknowledge and agree to the practices described in this policy.

2. Data Controller

La Salle Hospitality Education Charity
Registered Charity Number: 1205274
83 Carr Lane East, Liverpool, L11 4SF
Email: Gerry@lasallehotelschool.co.uk

3. Types of Personal Data We Collect

We may collect and process the following personal data:
- Personal Identifiable Information (PII): Name, email address, phone number, date of birth, address.
- Donation and Fundraising Data: Amount of donations, sponsor preferences.
- Communication Data: Information provided during correspondence with the Charity (e.g., through emails, feedback forms).
- Event Participation Data: Information related to charity events and activities.

4. Purpose of Data Collection

We collect personal data for the following purposes:
- To process donations and fundraising activities.
- To communicate with supporters, donors, and volunteers regarding updates, events, and fundraising opportunities.
- To assess and report on our charity's impact and activities.
- To fulfil legal and regulatory obligations.
- To provide administrative support related to donations and events.

5. Legal Basis for Processing Personal Data

In accordance with GDPR, we process personal data based on the following legal grounds:
- Consent: When you provide explicit consent (e.g., for donations, event participation, or email subscriptions).
- Contractual Necessity: To fulfil agreements with sponsors, volunteers, or event participants.
- Legal Obligation: To comply with applicable laws or regulations.
- Legitimate Interest: To communicate with donors and supporters regarding the charity's activities.

6. Data Retention

We will retain your personal data for no longer than necessary to fulfil the purposes outlined in this policy. Specific retention periods may vary depending on legal, regulatory, and operational requirements.

7. Data Security

We implement appropriate technical and organisational measures to safeguard your personal data from unauthorised access, disclosure, alteration, or destruction. These measures include encryption, secure access controls, and regular audits.

8. Data Sharing

We do not share personal data with third parties unless:
- Required by law or regulation.
- Necessary to deliver services (e.g., payment processors for donations, event partners).

We ensure that any third-party service providers comply with GDPR and respect your privacy.

9. Your Rights Under GDPR

You have the following rights regarding your personal data:
- Right to Access: Request a copy of the personal data we hold about you.

- Right to Rectification: Correct any inaccurate or incomplete personal data.
- Right to Erasure: Request the deletion of your personal data in certain circumstances.
- Right to Restriction: Limit how your personal data is used.
- Right to Data Portability: Request your data in a structured format to transfer to another service.
- Right to Object: Object to processing based on legitimate interests or direct marketing.
- Right to Withdraw Consent: Withdraw consent where processing is based on your consent.

10. International Transfers

We do not transfer personal data outside the European Economic Area (EEA). If we do so in the future, we will ensure appropriate safeguards are in place to protect your data.

11. Changes to This Policy

We may update this GDPR Policy from time to time. Any changes will be communicated through our website or other relevant channels. The revised policy will take effect as of the date it is posted.

12. Contact Us

If you have any questions or concerns regarding this policy or how we process your personal data, please contact us at:
La Salle Hospitality Education Charity
Registered Charity Number: 1205274
Gerry Proctor, Chair of the Board of Directors / +44 7742 804243
Email: Gerry@lasallehotelschool.co.uk