Data Protection & Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

Personal identifiers, contacts and characteristics (including name, contact details, IP addresses and cookie identifiers)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- An application to become an employee of, or volunteer with, Darjeeling Children's Trust (DCT)
- An application made by you or on your behalf for sponsorship or other kind of financial support

We also receive personal information indirectly, from the following sources in the following scenarios:

- From your IP and cookies generated by the DCT website and App.

We use the information that you have given us in order to:

- Determine whether to provide financial or other support to you or a young person for whom you have legal responsibility
- Determine your suitability for engagement, whether in a paid or voluntary capacity, by DCT
- Provide you with information or services you have requested from us
- Keep you informed of DCT's activities

We may share this information with:

- Data and Barring Service (DBS) UK
- Schools and organisations in Darjeeling to whom we may make arrangements in your interests.

Under the UK General Data Protection Regulation, the laws we rely on for processing this information are:

(a) Your consent. Here you will have given your clear consent for DCT to process your personal data for a specific purpose, for example to allow us to process an application for support or to receive information from us. You can remove your consent at any time.

You can do this by contacting Jennifer Owen dataprotection@darjeelingchildrenstrust.org.uk

(b) We have a contractual obligation. Here the processing of your data is necessary for a contract between yourself and DCT (for example, a contract of employment or paid access by you to an event organised by DCT).

(c) We have a legal obligation. Here the processing of your data is necessary for DCT to comply with the law.

How we store your personal information

Your information is securely stored online.

We keep your information for no longer than is necessary to complete the purpose for which it was collected. In particular:

Purpose	Period for which information will be kept
1. Paid employment	Five years following cessation of employment
2. Voluntary engagement	Five years following cessation of engagement
3. Unsuccessful applications	Until the application process is completed
4. Financial support in Darjeeling	Five years following completion of your programme

We will then dispose of your information by deleting all files stored electronically.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erase - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at dataprotection@darjeelingchildrenstrust.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@darjeelingchildrenstrust.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

Last reviewed: 15 September 2026