

IFoA Foundation Privacy Notice

Who we are

The IFoA Foundation is a registered Scottish charity (SC049518). The IFoA Foundation was formed by the Institute and Faculty of Actuaries (IFoA) in August 2019 as an amalgamation of several previous charities under the IFoA. The Foundation's mission is to raise funds to support the actuarial community and to achieve the overall goal of 'Actuaries Supporting Others'.

The Foundation has three objectives:

- Rewarding Excellence – Providing recognition, prizes and awards for excellence in actuarial examinations and academic research
- Supporting Our Community – Giving bursaries and grants to university students, those studying the actuarial examinations and others in financial hardship
- Addressing Future Challenges – Supporting the IFoA's public interest responsibilities and partnering with other charities on financial education The Foundation is dedicated to the encouragement, advancement and support of education, research and study in actuarial science and related subjects.

We are registered as a Data Controller with the Information Commissioner's Office (ICO) in the United Kingdom.

How you can contact us

Our office is based in Scotland: IFoA Foundation, Level 2, Exchange Crescent, 7 Conference Square, Edinburgh, EH3 8RA. Tel: +44 (0)131 240 1823. E-mail contact: foundation@actuaries.org.uk

How we manage personal data

The Foundation manages personal data in accordance with the relevant laws at all times. In line with the UK Data Protection Act and the General Data Protection Regulation personal data is:

- only processed where there is a specified legal basis for doing so;
- accurate at the point of collection, and kept up to date;
- only used for purposes compatible with those it was collected for;
- kept secure and available;
- only kept for as long as it is needed.

When collecting information the Foundation will only ask for data that is required to complete the task.

Why we process your personal data, the data we collect and the lawful basis for processing

As a Charitable organisation the Foundation needs to collect and process the personal data of individuals that are:

- charity trustees or those otherwise engaged in the administration of the charity;
- active or prospective donors;
- enquiring about the Foundation;
- making applications for funding or in receipt of funding by the Foundation;
- administering bequests where the Foundation is a prospective or active beneficiary;
- suppliers of goods and/or services to the Foundation.

The Foundation engages with stakeholders across multiple channels of communication. Personal data is collected via correspondence, forms, notes of telephone discussions or meetings and interaction via social media.

The Foundation will only process your personal data where there is a specified legal basis for doing so. You can learn more about the data typically collected in the course of our activities and the legal basis in the indicative table below:

| Purpose | Personal data being processed | Why personal data is being processed | Legal basis |
|---|--|---|---|
| Enquiring about the Foundation and its work | Name, contact details | We need to process your personal data to manage your enquiry effectively | Legitimate interests |
| Subscribing to email updates about our work | Name, contact details | We need to store basic contact information about you in order to deliver the email updates you have requested | Legitimate interests |
| Making a donation | Name, contact details, payment details | We need to store contact details and financial information in order to process your donation and to satisfy certain legal and regulatory requirements | Legitimate interests, performance of a contract |
| Administering a bequest to the Foundation | Name, contact details, payment details | We need to store contact details and financial information in order to process any donation and to satisfy certain legal and regulatory requirements | Legitimate interests, performance of a contract |
| Supplying goods and/or services to the Foundation | Name, contact details, payment details | We need to store contact details and financial information in order to manage relationships with suppliers and to satisfy certain legal requirements | Performance of a contract |
| Administering funding of research or learning activities | Name, contact details, payment details, biographical information such as educational history | We need this information to decide whether to accept an application for funding. We also need to store contact details and financial information in order to administer the provision of support and to satisfy certain legal and regulatory requirements | Performance of a contract |
| Administering the award of prizes for research or educational achievement | Name, contact details, payment details | We use this information to decide on the award of prizes. | Legitimate interests |

When we share your data

Administrative support for the Foundation is provided by the Institute and Faculty of Actuaries (IFoA), the UK's chartered professional body dedicated to educating, developing and regulating actuaries.

The business data of the charity is routinely exchanged between the IFoA and the Foundation in a secure manner. You can find out more about how the IFoA manage information, including personal data, in its Privacy Policy: <https://www.actuaries.org.uk/privacy-policy>

For logistical and operational reasons the Foundation may further share, where appropriate, your personal data in the following circumstances:

| Purpose | Personal data being shared | Why personal data is being shared | Recipients of the personal data |
|--|---|--|--|
| Managing the day to day activity of the Foundation | Name, contact details, payment details | In order to manage the Foundation effectively | <ul style="list-style-type: none"> • Third party suppliers of goods and/or services, payment processors and our bank • The Trustees of the charity |
| Satisfying legal and regulatory requirements incumbent upon the Foundation | Any required to satisfy legal or regulatory requirements | In order to satisfy legal and regulatory requirements | <ul style="list-style-type: none"> • Statutory bodies involved in the regulation of the charity sector such as the Scottish Charity Regulator |
| Administering applications for funding of research or educational awards | Name, contact details, payment details, educational history | In order to allow decisions to be made on applications for funding and the subsequent administration of these awards | <ul style="list-style-type: none"> • Educational institutions |

When we might transfer your data across borders

The actuarial community is a global one. By its nature the Foundation will, from time to time, transfer personal data between jurisdictions to facilitate the delivery of its objectives. This will always be done securely with appropriate safeguards in place.

How long we keep your data

We retain personal data only for as long as is necessary to meet operational, legal or regulatory requirements. More information about our records retention principles are available upon request.

When the use of your personal data is based on our legitimate interests

If we send you information based on our legitimate interests as a charitable foundation such as newsletters, updates on our activity, funding opportunities and notices of events you are able to opt out of receiving this at any time.

Children's data

From time to time the Foundation may process children's data when awarding prizes for academic achievement or bursaries for study. In line with the guidance of the Information Commissioners' Office in the UK, 'children' are defined as persons under the age of 18. When the Foundation processes children's data the legal basis are the legitimate interests of the Foundation. Adequate safeguards are in place to ensure the data protection rights of under 18s are protected and their data kept secure.

Your information rights

You have the right to:

- obtain a copy of any personal data we hold about you;
- correct any data we hold about you that is incorrect or out of date;
- ensure we dispose of any personal data we hold about you (once all legal and regulatory record keeping requirements have expired);
- restrict the processing your personal data;
- object to us processing your personal data;
- erase your personal data, where we no longer have a lawful basis or valid operational reason for holding it;
- request we send all or some of the personal data we hold about you to another organisation.

If you wish to exercise any of your information rights please contact the Foundation with your request.

If you're unhappy with how we have used your personal data

Please contact the Foundation in the first instance in order to discuss your concerns. If required, you have the right to make a complaint to a Supervisory Authority about how we process your personal data. In the United Kingdom the Supervisory Authority is the Information Commissioner's Office: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
<https://ico.org.uk/global/contact-us/>

This notice was last updated on the XX of August 2020