

McGill University Trust Privacy Policy

Last updated: August 2022

1. Introduction

- 1.1 We, McGill University Trust (with 'we', 'our' or 'us' being interpreted accordingly) are committed to protecting your privacy and personal information. Personal information relating to you from which you can be identified that we collect or which you provide is called personal data ('**Personal Data**')
- 1.2 This privacy policy ('**Privacy Policy**') tells you about the Personal Data we collect; how we handle or process such Personal Data and who we may share it with. This Privacy Policy also provides information on your legal rights in relation to your Personal Data.
- 1.3 We collect and process your Personal Data in accordance with applicable law. This includes, without limitation, the UK General Data Protection Regulation ('**UK GDPR**') and the UK Data Protection Act 2018 ('**DPA**') together with other applicable UK and EU laws that regulate the collection, processing and privacy of your Personal Data (together, '**Data Protection Law**').
- 1.4 This Privacy Policy describes how your Personal Data is collected and processed when you use our website (and in other situations). If you do not understand or do not wish to have this Privacy Policy pertain to your use of our website, you should not use our website.
- 1.5 From time to time we may change the way we use your Personal Data and amend this Privacy Policy. Please check that you have seen the latest version.

2. What Personal Data do we collect and use?

- 2.1 The Personal Data about you that we collect and use includes the following:

- (a) your name, address, phone and other contact details;
- (b) details of donations you have made;
- (c) information about your use of our website;

as well as any other Personal Data that you may provide to us from time to time.

3. How your Personal Data is collected

- 3.1 We collect Personal Data about you in various ways as follows:
- (a) through your relationship and communications with us, for example when you contact us or make a donation,; and
 - (b) through your use of our website (see 'Cookies' below).

4. Information about third parties

- 4.1 Please ensure that any Personal Data you supply to us which relates to third party individuals is provided to us with their knowledge of our proposed use of their Personal Data.

5. What we use your Personal Data for

Other than as stated above, we may use your Personal Data for one or more of the following purposes:

- (a) to solicit, process and record donations;

- (b) to understand how people use our website;
- (c) to communicate with you, including to confirm your donation or to let you know about changes to our policies;
- (d) to provide you with communications about what we are doing as well as McGill University community news or campaigns which may be of interest to you by post or phone. You can object or withdraw your consent to receive such communications from us at any time, by contacting us using the email address below.
- (e) to enforce and/or defend any of our legal claims or rights; and/or
- (f) for any other purpose required by applicable law, regulation, the order of any court or regulatory authority.

6. **The lawful grounds on which we collect and process your Personal Data**

6.1 We process your Personal Data for the above purposes relying on one or more of the following lawful grounds:

- (a) where you have freely provided your specific, informed and unambiguous consent for particular purposes;
- (b) where we agree to provide product(s) and/or services to you (if applicable), in order to take any pre-contract steps at your request and/or to perform our contractual obligations to you;
- (c) where we need to use your Personal Data for legitimate purposes relevant to us being able to maintain records of our activities and our contact with you, to manage our relationship with you, to understand how people use our website, to communicate with you, process donations, and maintain records; and to conduct checks to help prevent and detect fraud against you or us. We will always seek to pursue these legitimate interests in a way that does not unduly infringe on your other legal rights and freedoms and, in particular, your right of privacy;
- (d) where we need to protect your vital interests or those of someone else (such as in a medical emergency) and/or
- (e) where we need to collect, process or hold your Personal Data to comply with a legal obligation.

7. **Disclosing your Personal Data to third parties**

7.1 We routinely share personal data with:

- (a) third parties we use to help us run our organisation e.g. payment service providers or website analytics providers;
- (b) our bank;
- (c) McGill University

7.2 We only allow those organisations to handle your personal data if we are satisfied they take appropriate measures to protect your personal data. We also impose contractual obligations on them where required, to ensure they can only use your personal data to provide services to us and to you.

7.3 We or the third parties mentioned above may occasionally also need to share personal data with:

- (a) external auditors, e.g. in relation to the audit of our accounts, in which case the recipient of the information will be bound by confidentiality obligations;

- (b) professional advisors (such as lawyers and other advisors), in which case the recipient of the information will be bound by confidentiality obligations; and
 - (c) law enforcement agencies, courts, tribunals and regulatory bodies to comply with our legal and regulatory obligations.
- 7.4 In all cases we always aim to ensure that your Personal Data is only used by third parties for lawful purposes and in compliance applicable Data Protection Law.
- 8. International Transfers**
- 8.1 The EEA, UK and other countries outside the EEA and the UK have differing data protection laws, some of which may provide lower levels of protection of privacy.
- 8.2 We may transfer your Personal Data to McGill University (in Quebec, Canada), which is a territory outside the European Union whose laws are currently not considered to meet the same legal standards of protection for Personal Data as set out under Data Protection Law.
- 8.3 However, in order to safeguard your Personal Data, we only conduct such a transfer under a contract or another appropriate mechanism which is authorised under Data Protection Law. This is to make sure that your Personal Data is safeguarded in accordance with the same legal standards that apply to us in the United Kingdom.
- 9. How long we retain your Personal Data for**
- 9.1 We only retain Personal Data identifying you for as long as you have a relationship with us; or as necessary to perform our obligations to you (or to enforce or defend contract claims); or as is required by applicable law.
- 9.2 The criteria we use for determining retention periods for Personal Data are based on various legislative requirements; the purpose for which we hold data; and guidance issued by relevant regulatory authorities including but not limited to the UK Information Commissioner's Office (ICO).
- 9.3 Personal Data we no longer need is securely disposed of and/or anonymised so you can no longer be identified from it.
- 10. Security that we use to protect Personal Data**
- 10.1 We employ appropriate technical and organisational security measures to protect your Personal Data from being accessed by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.
- 10.2 We also endeavour to take all reasonable steps to protect Personal Data from external threats such as malicious software or hacking. However, please be aware that there are always inherent risks in sending information by public networks or using public computers and we cannot 100% guarantee the security of all data sent to us (including Personal Data).
- 11. Cookies**
- 11.1 A cookie is a small text file which is placed onto your device (e.g. computer, smartphone or other electronic device) when you use our website. We use cookies and other technologies on our website to help us recognise you and your device and store some information about your preferences or past actions.
- 11.2 You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies on the McGill University Trust website (hosted on McGill University website) please see <https://www.mcgill.ca/privacy-notice>.

12. **Your personal data rights**

- 12.1 In accordance with your legal rights under applicable law, you have a **'subject access request'** right under which can request information about the Personal Data that we hold about you, what we use that Personal Data for and who it may be disclosed to as well as certain other information.
- 12.2 Under Data Protection Law you also have the following rights, which are exercisable by making a request to us in writing:
- (a) that we correct Personal Data that we hold about you which is inaccurate or incomplete;
 - (b) that we erase your Personal Data without undue delay if we no longer need to hold or process it;
 - (c) to object to our use of your Personal Data for donation solicitation purposes;
 - (d) to object and/or to restrict the use of your Personal Data for purpose other than those set out above unless we have a legitimate reason for continuing to use it; or
 - (e) that we transfer Personal Data to another party where the Personal Data has been collected with your consent or is being used to perform contact with you and is being carries out by automated means.
- 12.3 All of these requests may be forwarded on to a third-party provider who is involved in the processing of your Personal Data on our behalf.
- 12.4 If you would like to exercise any of the rights set out above, please contact us at the address below.

13. **Contact**

- 13.1 If you have any queries regarding this Privacy Policy or wish to make a further request relating to how we use your Personal Data as described above, please contact:
- Email: datacompliance@chapel-york.com
- 13.2 You also have the right to complain to the Information Commissioner's Office (ICO) – see <https://ico.org.uk/>. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.