

Wakefield Technology 4 All Privacy Policy

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [How to complain](#)

Contact details

Post

Wakefield Technology 4 All, Stonebridge House, 151-153 Wakefield Road,
Horbury, WAKEFIELD, West Yorkshire, WF4 5HQ, GB

Email

hello@wakeytech4all.co.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery and third-party referrals**:

- Names and contact details
- Addresses
- Photographs or video recordings
- Website user information (including user journeys and cookie tracking)

We collect or use the following information to **receive donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Payment or banking details
- Donation history

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)

- **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. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery and third-party referrals** are:

- • Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - We need to collect the minimum information required so that we can determine requirements for requested donation of IT equipment, then deliver the donated IT equipment required to meet the stated requirements.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- • Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - We need to collect the minimum information required so that we can determine requirements for requested donation of IT

equipment, then deliver the donated IT equipment required to meet the stated requirements.

Where we get personal information from

- Directly from you
- Family members or carers
- Other health and care providers
- Social services
- Charities or voluntary sector organisations
- Schools, colleges, universities or other education organisations
- The information collected comes directly from the person making the request, however this could be a request from an organisation making a referral on behalf of the person needing the equipment that we may deliver to directly or via the referrer.

How long we keep information

We will only keep your personal information for as long as we need it for the relevant purpose. This will depend on the specific reason for which we collected the data.

- In most cases, we will keep financial records for a period of 7 years after our relationship with you has ended, to meet legal and regulatory obligations.
- However, personal information relating to donors and recipients will generally be retained for 12 months after the date of the donation or the end of our relationship, whichever is later.
- We may need to keep certain types of information for longer where required by legal or regulatory obligations.
- We have a data retention policy that provides further details about how long we keep different types of personal information.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

4th April 2025