Privacy Policy

1. **Introduction**
   Funding Matters ("we", "our", or "us") respects your privacy and is committed to protecting your personal data in accordance with UK data protection laws. This privacy policy outlines how client and donor data are collected, stored, and processed under UK GDPR and the Data Protection Act 2018.
2. **Information We Collect**
   a) Contact information (name, email, phone number, physical address);
   b) Professional details (job title, organisation, bio);
   c) Project and financial data necessary to execute consulting agreements.
3. **Lawful Basis for Processing**
   We process your data based on:
   a) Performance of a contract (to deliver agreed consulting services);
   b) Legitimate interests (to run our business and communicate with prospective nonprofit partners);
   c) Legal obligations (accounting and tax record-keeping).
4. **Data Processed on Behalf of Our Clients**
   a) When providing fundraising consultancy services, we frequently access personal data held within our clients' databases. In these scenarios, the client acts as the Data Controller, and we act strictly as the Data Processor.
   b) We only access, view, or process this donor and supporter data under the explicit, written instructions of the client, as outlined in our service contract or Data Processing Agreement (DPA).
   c) We do not download, duplicate, or store client donor data on our own devices unless explicitly required and authorised by the client. Any access is conducted via secure, encrypted channels utilising multi-factor authentication.
   d) All personnel acting on behalf of Funding Matters are bound by strict confidentiality and non-disclosure obligations regarding client database records.
5. **Data Sharing**
   We never sell your personal data. We may share data strictly with trusted service providers (e.g., cloud storage, CRM, or accounting software) under strict data-processing agreements.
6. **Data Security & Retention**
   We use technical safeguards including full-disk encryption and multi-factor authentication. We retain client records for 7 years post-engagement or delete/anonymise data when no longer required.
7. **Your Rights**
   You have the right to access, update, or request deletion of your personal data by contacting us at info@fundingmatters.co.uk