

# **PRIVACY POLICY**

## **(Amended February 2020)**

Sir Graham Wylie Foundation registered charity number 1165447 is committed to protecting your privacy. This statement is made in the light of the requirements of the Data Protection Act 1998. If you have any queries about this statement please contact us at [info@sirgrahamwyliefoundation.org.uk](mailto:info@sirgrahamwyliefoundation.org.uk).

This policy together (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.sirgrahamwyliefoundation.org.uk](http://www.sirgrahamwyliefoundation.org.uk) you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 up to and including 24<sup>th</sup> May 2018 and the EU General Data Protection Regulation 2016/679 (GDPR) thereafter (the Data Protection Legislation), we are the Data Controller (i.e. the company who is responsible for, controls the processing of, your data).

### **Information we may collect from you**

We may collect and process the following data about you:

#### **Information you give us**

You may give us information about you by filling in forms on our Site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you make a donation, request information from, register for an event, sign up to our newsletter and if you report a problem with our Site. The information you give us may include your name, address, e-mail address and phone number, financial and credit card information.

#### **Information we collect about you**

With regard to each of your visits to our site we may automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our Site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number;

this information helps us to build a profile of our users. Some of this data will be aggregate aggregated or statistical, which means that we will not be able to identify you individually.

### **Information about other individuals**

If you give us information on behalf of someone else, you confirm that the other person has appointed you to act on his/her behalf and has agreed that you can give consent on his/her behalf to the processing of his or her personal data and receive on his/her behalf any data protection notices

### **Monitoring**

We may monitor and record communications with you (such as telephone conversations and emails) for the purpose of quality assurance and training.

### **Uses made of the information**

We use information held about you in the following ways:

### **Information you give to us**

- to process any donations, you make;
- to provide you with any information you have requested;
- to claim gift aid (where applicable);
- to notify you about changes to our Site; and
- to ensure that content from our Site is presented in the most effective manner for you and for your computer.

### **Information we collect about you**

We will use this information:

- to administer our Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our Site to ensure that content is presented in the most effective manner for you and for your computer;
- as part of our efforts to keep our Site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you; and
- to make suggestions and recommendations to you and other users of our Site about goods or services that may interest you or them.

### **Information we receive from other sources**

We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

### **Disclosure of your information**

We may disclose your personal information to:

- analytics and search engine providers that assist us in the improvement and optimisation of our Site;

- third parties, in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- third parties, if all, or substantially all, of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets; and
- third parties, if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of our donors, or others.

### **Retention of your information**

We will keep the following information for the time periods set out in the table below

<b>Type of Information</b>	<b>Destruction/deletion</b>
Gift Aid declarations and associated information	Compliant with HMRC
Name, phone number, email, postal address, website	1 calendar year from last contact
Financial information relating to a donation made to us	Compliant with Finance Regulations

### **Cookies**

- Sir Graham Wylie Foundation website uses cookies to ensure that you can interact with our website successfully, to identify you when you visit our website and to keep track of your browsing patterns. The use of cookies does not give us access to the rest of your computer.
- In most cases we will need your consent in order to use cookies on this website. The exception is where the cookie is essential in order for us to provide you with a service you have requested (e.g. to enable you to register for an event or activity).

### **Consent (Browser Settings)**

- If you visit our website when your browser is set to accept cookies, we will interpret this as an indication that you consent to our use of cookies [and other similar technologies] as described in this Privacy Policy. If you change your mind in the future about letting us use cookies, you can modify the settings of your browser to disable cookies completely.

### **How to turn off cookies**

- If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them please go to: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **How we protect your personal Information**

- We maintain the highest standards of data privacy and security to protect your personal details and other information about you because we want you to feel completely confident about engaging with us.

- The data that we collect from you will be processed at our servers in the UK. It may also be processed by organisations operating in the EEA who work for one of our suppliers, such as staff engaged in processing your payment details . By submitting your personal data, you agree to this transfer, storing or processing. Sir Graham Wylie Foundation will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- All information you provide to us is stored on secure servers hosted by our third-party processors.

### **Security**

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security or integrity of your data transmitted to our site and you acknowledge that any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **THIRD PARTY WEBSITES**

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

There are a few external companies we work with, who set cookies on our website. These cookies are mainly used for reporting and advertising so we can improve the way we communicate. We use websites like Youtube etc to embed videos, and they may send you cookies too. We don't control the setting of these cookies, so check those websites for more information.

### **You are in Control (Your Rights)**

#### **Marketing**

- You have the right to ask us not to process your personal data for direct marketing purposes. We will ask you (before collecting your data) if you consent to us using your data for such purposes. Where you do provide your consent, you can opt-out at any time by contacting us at [info@sirgrahamwyliefoundation.org.uk](mailto:info@sirgrahamwyliefoundation.org.uk)

#### **Access to Information**

- The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with Data Protection Legislation.

#### **Right to be forgotten**

- In certain circumstances you can request us to delete all information we hold which identifies you. You can make this request at any time by emailing [info@sirgrahamwyliefoundation.org.uk](mailto:info@sirgrahamwyliefoundation.org.uk) but please note we may be compelled to maintain your information due to specific legislative or regulatory requirements.
- You have the right to require us to correct any inaccuracies in your data free of charge. You can also exercise this right at any time by contacting us at [info@sirgrahamwyliefoundation.org.uk](mailto:info@sirgrahamwyliefoundation.org.uk)

**Changes to our privacy policy**

We may update this policy to reflect changes in how we use your information. Any changes to our privacy policy will be posted on our websites for you to review. Where appropriate, we will provide you with notice of any significant changes to how we use your information.

**Contacting us** If you have any questions about this privacy policy and how we use your personal information, please get in touch by emailing

[info@sirgrahamwyliefoundation.org.uk](mailto:info@sirgrahamwyliefoundation.org.uk). We'd love to hear from you!

**Making a complaint**

If you have any feedback or would like to make a complaint about how we handle your personal information, please contact us so we can investigate and address your concerns. You also have the right to complain about how we collect and use your personal information to the UK data protection regulator, The Information Commissioner's Office (ICO). For further information please visit <https://ico.org.uk/make-a-complaint/> or contact the ICO by telephone on 0303 123 1113 or by post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.