



PRIVACY

At Stay At School we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to info@stayatschool.org or by writing to Stay At School, 5A Jewry Street, Winchester, SO23 8RZ. Alternatively, you can telephone 01962 620019.

Who are we?

We are Stay At School, a charitable incorporated organisation (CIO) registered in England and Wales registration number 1173685. We work to improve education for the children living in the mountains of Eastern Nepal and the wider region. We support primary and secondary schools on a variety of projects designed to improve teaching and infrastructure so that children in isolated mountain communities can develop and progress to higher education and fully participate in Nepal's growing community.

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us to make a donation, or if you register to receive more information from us.

Stay at School may collect your personal data in the following circumstances:

- When you give it to us DIRECTLY;
- You may give us your personal data directly when you make a donation, sign up for one of our events or when you communicate with us; and,
- When you give it to us INDIRECTLY.

You may give us your information indirectly when you sign up to events we organise or contribute to Stay At School via fundraising sites like Just Giving or Virgin Money Giving. These independent third parties will pass your data to Stay At School where you have indicated that you wish to support Stay At School and have given your consent or it is a necessary part of completing a contract with you.

Sometimes your personal data is collected by an organisation working on our behalf (for example a professional fundraising agency) but as they are acting on our behalf we are the "data controller" and responsible for the security and proper processing of that data.



When you access Stay At School's Social Media

We might also obtain your personal data through your use of social media such as Facebook, WhatsApp, Twitter or LinkedIn, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

<https://www.facebook.com/policy.php>

<https://twitter.com/en/privacy>

<https://www.whatsapp.com/legal/#privacy-policy>

<https://www.linkedin.com/legal/privacy-policy>

When the information is publicly available

We might also obtain personal data about individuals who may be interested in giving major gifts to charities or organisations like Stay At School. In this scenario, Stay At School may seek to find out more about these individuals, their interests and motivations for giving through publicly available information. This information may include newspaper or other media coverage, open postings on social media sites such as LinkedIn, and data from Companies House. Stay At School will not retain publicly available data relating to major donors without their consent, which will be sought at the earliest practical opportunity.

When we use cookies

See section below "Use of Cookies."

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. If you make a donation online your card information is not held by us, it is collected by our third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained **below**.

How is your information used?

We may use your information to:

- To keep a record of donations made and actions taken by our supporters and our communications with them;
- To claim gift aid on donations;
- To send our supporters marketing information about our projects, fundraising activities and appeals where we have their consent or are otherwise allowed to;
- To fulfil contractual obligations entered into with supporters e.g. online purchases;
- To support volunteers;
- To record campaigning actions by supporters;
- To support community-based fundraising and campaigning;



- To ensure we do not send unwanted information to supporters or members of the public who have informed us they do not wish to be contacted;
- Process a grant or job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid).

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Will Stay at School share your information with anyone else?

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you are using our secure online donation pages, your donation is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, **please contact us.**

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Where legally required

We will also comply with legal requests where disclosure is required or permitted by law (for example to government bodies for tax purposes or law enforcement agencies for the prevention and detection of crime, subject to such bodies providing us with a relevant request in writing).



Your choices

You have a choice about whether or not you wish to receive information from us.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: info@stayatschool.org or telephone on 01962 620019.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. We have in place administrative, technical and physical measures on our website and internally designed to guard against and minimise the risk of loss, misuse or unauthorised processing or disclosure of the personal information we hold.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

Use of 'cookies'

Like many other websites, the Stay At School website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.



In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Your rights

You have certain rights in relation to your personal information, although those rights will not apply in all cases or to all information that we hold about you. For example, we may need to continue to hold and process information to establish, exercise or defend our legal rights. Alternatively, the rights may not be enforceable until the General Data Protection Regulation comes into force on 25th May 2018. We will tell you if this is the case when you contact us.

You have the right to request that we:

- Provide you with a copy of your personal information that we hold;
- Update your personal information where it is out-of-date or incorrect;
- Delete personal information that we hold;
- Restrict the way in which we process your information;
- Consider any valid objections;
- Restrict the way in which we process your information;
- Consider any valid objections to our processing of your personal information;
- Provide information you have given to us to a third-party provider of services (where our lawful basis for processing is consent and where processing is automated).



We will respond to your request (including providing information on whether the rights apply in the particular circumstances) within the applicable statutory time period. If we are not sure of your identity, we may require you to provide further information in order for us to confirm who you are.

Changes to this policy

We may make changes to this policy from time to time as our business and internal practices and/or applicable laws change. We will not make any use of your personal information that is inconsistent with the original purpose(s) for which it was collected or obtained (if we intend to do so, we will notify you in advance wherever possible) or otherwise than is permitted by applicable law.

How to contact us

If you would like to get in touch to discuss this policy, how we use your personal information, to exercise your rights or to provide feedback or make a complaint about use of your information, please contact us as follows:

Kathryn Griffith, Executive Director
5A Jewry Street, Winchester, SO23 8RZ
kathryn@stayatschool.org
Tel: 01962 620019

You can also contact the Information Commissioner's Office via <https://ico.org.uk/> for information, advice or to make a complaint.

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