

# Privacy Statement

Preservation of your privacy is important to the Emily Harris Foundation and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

References to "we", "us" or "our" in this Privacy Policy are references to the Emily Harris Foundation, a charity registered in England and Wales, registered charity number: 1127191.

## 1. Information About You

1.1 We will collect personal information about you when you sign up to our mailing list, write a message on our website based message board or make a donation and request that we claim the gift aid on your donation. This may include your name, title, physical address and email address.

## 2. Our Use of This Information

2.1 Your personal information will only be used for the purposes requested, for example, to provide you with information about our work, to claim Gift Aid or to enable you to comment on the message board.

2.2 We will not share your information with any other organisations unless legally obliged to do so, for example, if requested by HMRC Revenue and Customs when claiming Gift Aid on a donation.

#### 3. Security

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Communications in connection with this charity may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

#### 4. Cookies

4.1 We do not use First Party cookies on our website.

4.2 Third Party Cookies – we use Social Media (Facebook and Twitter) and their buttons to connect with/to their websites, so we advise you to read their cookie policies and privacy statements to check what information they are collecting on you.

### 5. Other Information

5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at <u>admin@emilyharrisfoundation.org</u>.

5.2 This privacy statement may be updated from time to time, so please check it periodically.

5.3 Links to other sites within our website are not covered by this policy.