**Who we are**

We (or ‘us’) means Friend of Middle Barton School, a registered charity (number 1159156 )

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

By contacting us, using our services or visiting our website you’re agreeing to be bound by this Policy.

If you have any queries about this Privacy Policy, please contact us at office@middlebartonschool.co.uk

**Your privacy**

Everyone has rights with regard to the way in which their personal data in handled. During our activities, we will collect, store and process personal data about our customers, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act and equivalent EU regulations.

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

**How do we collect personal information?**

We collect personal information about you when you interact with us for example when you visit our website, take part in fundraising activities with FOMBS

**What personal information do we collect?**

Personal information we collect about you may include your name, postal address, email address, phone numbers, date of birth,. We do not collect “sensitive personal data” about you unless required for health and safety at an event.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

**How do we use personal information?**

We use the personal information collected from you for these purposes:

* to enable your donation(s) to reach your chosen charity/charities;

We will only use your information to enable your donation to reach your chosen charity or charities so you may be contacted in the event of a specific query needed to resolve any issue with the processing of your donation.

**Lawful Basis for processing your personal information**

Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is ‘legitimate interest’ and “legal obligation” as it is necessary for FOMBS to use this information in order to provide you with our services.

**Do we provide information to other parties?**

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities.

**Your choices**

You have a choice about whether or not you wish to receive information from FOMBS. If you do not want to receive direct marketing communications us then you can select your choices by ticking the relevant boxes situated on the forms where we collect your information.

You can change your communication preferences at any time by contacting office@middlebartonchool.co.uk

**Gift Aid**

Some donations you make may be eligible for Gift Aid which we claim on your behalf

Once we have received these funds from HMRC we will either pass this to the charities or, where applicable, will add this to your My Giving Account balance.

For Charities Trust to claim Gift Aid on your donation, you must currently pay Income Tax equal to or more than the amount of tax which will be reclaimed on your donation. The payment of other taxes such as Council Tax and VAT does not qualify.

As part of this process we are required to submit your details including your address to HMRC, and in asking us to make a Gift Aid claim you are giving us permission to use your personal details in this way.

**Data Security**

We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to a data processing company if they are approved by us and agree to comply with these procedures and policies, or if they put in place adequate security measures.Your personal data is held on a computer database which has Internet Securtity software installed and in a locked filing cabinet.

**Cookies**

Cookies are small text files stored on your device when you access most websites on the internet or open certain emails. Among other things, cookies allow a website to recognise your device and remember if you've been to the website before. We use the term cookie to refer to cookies and technologies that perform a similar function to cookies (eg tags, pixels, web beacons, etc). Cookies can be read by the originating website on each subsequent visit and by any other website that recognises the cookie.

We use these to improve our user’s experience of our website, temporarily store data and understand the parts of the website that users are visiting.

We use cookies in order to make our website easier to use and, to support the provision of information and functionality to you.

Cookies are also used to help us gather statistics on the use of our website anonymously. as well as to provide us with information about how the website is used so that we can make sure it’s kept as up to date, relevant and error free as we can.

By using our website you agree to our use of cookies, including setting and reading cookies on your device. You can choose to restrict or block cookies through your browser settings at any time. For more information about how to do this, and about cookies in general, you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org/) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu/)

Whilst certain cookies may be set as soon as you visit a website, you can remove them using your browser settings - but this may impact the functionality or performance of the website.

Please note that third parties (including, for example, advertising networks and providers of external services like website analysis services) may also use cookies, over which we have no control, although we may receive services from these third parties (including, for example, for targeted advertising purposes and website analytics).

**How you can update your information**

The accuracy of your information is important to us. We’re working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at office@middlebartonschool.co.uk

**Subject access requests**

You have the right to request a copy of the information we hold about you; we reserve the right to charge a small fee (no more than £10) for information requests in order for us to cover our costs in providing you with details of the information we hold about you especially where the request is deemed to be excessive, repetitive or unfounded.

Following your request, we have a 30 day timeframe to provide you with the information. If we need to contact you to ask you to define, narrow or modify your requirements this could result in an extension of a further 60 days whilst we examine your request.

**Complaints**

Please contact FOMBS on office@middlebartonschool.co.uk

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