

## **Topsy Foundation UK**

### **Privacy Policy/Data Protection**

Preserving the privacy of information relating to individuals is important to the Topsy Foundation UK. We are committed to letting you know how we use your personal information and to making responsible use of your data.

References to “we”, “us”, in this Privacy Policy are references to the Topsy Foundation UK, a company limited by guarantee registered in England and Wales, registered company number: 5823488; and a charity registered in England and Wales, registered charity number: 1115428.

#### **1. Information about you**

1.1 We will collect personal information from you when you or your organisation enquire about our activities, become a supporter or donor. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional, non-personal information.

#### **2. Our use of this information**

2.1 Your personal information will only be used to process your requests or donations and to provide you with information relating to our work and the organisations we support and any events we might hold and other information in which we think you may be interested.

2.2 We do not disclose any personal information provided by you or gathered by us to non-affiliated third parties, except as required by law or as set out in this policy.

2.3. We reserve the right to disclose or report personal information to non-affiliated third parties in limited circumstances where we believe in good faith that disclosure is required under law, to cooperate with regulators or law enforcement authorities, and to protect our rights or property. In addition, we may disclose information about you to a non-affiliated third party at your request or if you consent in writing to the disclosure.

2.4 We will not share your information with our partners or other organisations unless you have given the latter permission to do so.

2.5 Visiting our website.

The information we obtain helps us to understand better how our website is used. Your contact details are used to send you any communications and information you request, together with any other information about Topsy Foundation UK we believe may be of interest to you. If you do not want to receive any further communications from us, please email us at: [hilary@topsyfoundation.org.uk](mailto:hilary@topsyfoundation.org.uk).

2.6 Any banking or credit card details you provide will be shared with your bank/credit card company and/or otherwise as necessary to process your payment(s).

### **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 service may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. 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 A cookie is a small piece of data or message that is sent from a website's server to your web browser and is then stored on your hard drive. They're used to improve your user experience, keeping you logged in on a website as you navigate from one page to another. Cookies can't read data off your hard drive or other cookie files, and do not damage your system.

When you visit the website the developer uses a cookie to facilitate your use of the site. We do not use cookies to store login information. Third parties such as the social media we use, like Facebook, do use cookies and you can find details about how they use cookies in their privacy policies. If cookies are used they will only be used to assist the purposes set out in this privacy policy.

We receive information about you which is collected by organisations you may use to support Topsy, such as Give as You Live and Virgin Money Giving, in respect of the actions you perform on their websites and within their network.

### **5. *Your Rights Under the General Data Protection Regulations and other information***

5.1 You have the right to request the removal or amendment of any of your information

5.2 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 [hilary@topsyfoundation.org.uk](mailto:hilary@topsyfoundation.org.uk)

5.3 If you have a complaint about the application of this policy please let us know by emailing to the address above

5.4 This privacy policy may be updated from time to time and you can check it periodically.

5.5 Links within our sites to other websites are not covered by this privacy policy.

