

## **The Lytham Schools Foundation, Charity Number 526315 – Privacy Policy**

This privacy policy will explain how our company uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
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What data do we collect?

The Lytham Schools Foundation collects the following data:

Personal identification information (Name, email address, phone number, etc.)

Grant Application Data (amount of grant requested, reason for grant, our sources of income, etc..)

How do we collect your data?

You directly provide us with most of the data we collect. We collect data and process data when you:

Voluntarily complete our Contact Us Form.

Directly email us using the links we provide.

Use or view our website via your browser's cookies.

Complete our Grant Application Form through the website.

Our Company collects your data so that we can:

Respond to your interest in The Lytham Schools Foundation.

Process your application for one of our Grants.

How do we store your data?

Our Company securely stores your data online at [www.lythamschools.org](http://www.lythamschools.org) which is backed up to our Dropbox facility on weekly basis. Should you supply us with written materials, these are physically stored at the company's registered address.

We will keep your contact details for a 12 month period, or for the period that your Grant is being utilised, whichever is the longer. Once this time period has expired, we will delete your data by removing it from the website database.

What are your data protection rights?

The Lytham Schools Foundation would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request to complete the information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [clerk@lythamschools.org](mailto:clerk@lythamschools.org)

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, but mainly in understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

Functionality – we use these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

#### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

#### Privacy policies of other websites

The Lytham Schools Foundation website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 20<sup>th</sup> March 2022.

#### How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [clerk@lythamschools.org](mailto:clerk@lythamschools.org)