



Life Education
Wessex & Thames Valley

PRIVACY POLICY

General

Life Education Wessex & Thames Valley (LEW&TV) respects your privacy and recognises how important it is that personal information remains secure. This policy describes how (LEW&TV) collects and uses information about people. If you have any questions about this statement please contact Life Education Wessex & Thames Valley, 2 Barnes Croft, Coles Lane. Milborne St Andrew, Blandford Forum, Dorset, DT11 0LG or email dataprotection@lifeeducationwessex.org.uk.

Your personal data is protected by UK legislation. We aim to exceed our legal obligations by following best practice and reviewing our procedures regularly. LEW&TV is registered as a data controller with the Information Commissioner for the United Kingdom for those purposes for which personal information is collected.

Who we are

Life Education Wessex & Thames Valley (LEW&TV) is a registered charity delivering health, well-being and drug education programmes to primary aged children in schools across Berkshire, Swindon, Buckinghamshire, Oxfordshire, Dorset, Devon, Somerset and Hampshire. Our programmes are funded in part by the schools, with the rest being covered through fundraising.

What information does LEW&TV collect about me and how is it obtained?

We may collect information whenever you interact with us. This may include your name, contact information, and a limited amount of profile information such as the types of fundraising events you may be interested in. Information can be collected when;

- a) arranging and booking school visits
- b) as a company or individual, you register to take part in one of our fundraising events
- c) you subscribe to our newsletter
- d) you make a donation or grant
- e) supporting us
- f) applying for a job or volunteering opportunity

How does LEW&TV use my information?

We will use your personal information to provide you with the services, products or information you have requested, for administration purposes, in order to comply with financial regulations and the law, and to further our charitable aims, including for fundraising activities.

The information which we collect in this way will typically include your name, postal and/or email addresses, and your bank details if you are a supplier or supporting us financially.

In order to do this, we may need to share your information with other suppliers or associated organisations and agents. But we will not swap or sell your data to any third parties for marketing purposes.

Where your permission has been granted, we may use the personal information you provide to contact you in future about our work, events and/or fundraising activities.

We may analyse the personal information we collect about you and add publicly available information to create a profile of your interests, preferences and level of potential donations so that we can contact you in the most appropriate way and with the most relevant information. You can opt out of receiving donation appeals at any time by going to the [subscription](#) page on our website.

Should you wish to change your preferences please contact Life Education Wessex & Thames Valley, 2 Barnes Croft, Coles Lane. Milborne St Andrew, Blandford Forum, Dorset, DT11 0LG or email dataprotection@lifeeducationwessex.org.uk or going to the [subscription](#) page on our website.

Data Protection

If you are a supporter, making a donation or enquiring about LEW&TV we will ask you whether you are happy to receive future news and events mailings and updates from us. If you choose not to, we will retain your name and contact information for administrative purposes but you will not be registered for future mailings.

How secure is the information which I give to LEW&TV?

LEW&TV takes the care of your data seriously and undertakes to protect your personal information, and have put in place procedures to safeguard and secure the information we collect.

How does LEW&TV use 'Cookies'?

LEW&TV does not use Cookies on its website.

What about links to other websites?

LEW&TV's website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Does LEW&TV share my information with anyone else?

LEW&TV will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law. We may sometimes ask a third party to contact you on our behalf as part of fundraising activities, but the information gathered in this way remains our legal responsibility and we ensure that data is treated with the same level of care as if we were handling it directly.

How can I access the information that LEW&TV holds about me?

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you wish to exercise these rights, please write to Data Protection Officer, Life Education Wessex, 2 Barnes Croft, Coles Lane, Milborne St Andrew, Dorset, DT11 0LG or email dataprotection@lifeeducationwessex.org.uk. We aim to issue an initial response within 5 working days, and will offer a full response to all information access requests within 30 days of receipt.

How can I make changes to the information that LEW&TV holds about me?

If your personal details change, please help us to keep your information up to date by notifying us at the above address. It will help us to update your information quickly if you include your full name and address together with details of the correction to be made.

How long will LEW&TV keep my information?

LEW&TV will retain your information for as long as you have an active relationship with us. If you cease to have an active relationship with us or request to receive no further contact, we may retain some basic information in order to avoid sending you unwanted materials in the future, and to ensure that we don't accidentally duplicate information.

What if I want to limit or stop receiving messages from LEW&TV?

If you wish to receive no further information from us, at any point in time, this can be done via the above postal or email address. You may also choose to restrict the collection or use of your personal information by going to the [subscription](#) page on our website.