

# Privacy Policy

www.bmad.co.uk



We at BMAD, are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.bmad.co.uk](http://www.bmad.co.uk) you are accepting and consenting to the practices described in this policy.

The point of contact for data is Stephanie Hayden via [admin@bmad.co.uk](mailto:admin@bmad.co.uk), and she will direct you to the appropriate team member for your query.

## 16 or under

We do not and will not knowingly collect information from any unsupervised child under the age of 16. If you are under the age of 16, you may not use this website unless you have the consent of, and are supervised by, a parent or guardian.

## Information we may collect from you

We may collect and process information about you by filling in forms on our site [bmad.co.uk](http://bmad.co.uk), by corresponding with us via telephone, e-mail or otherwise, this includes information you provide when you apply to become a volunteer, make a donation, enquire about funding, complete a funding application form, enquire about trading at our events, participate in discussion boards or other social media functions on our site, enter a competition or when you report a problem with our site.

The information you give us may include your name, address, date of birth, e-mail address and phone number and financial information if applicable. If you complete an application form for charitable funding, we will require supporting evidence to process the application, and this will be dealt with sensitively.

## Information we may collect about you

When you visit our website, we may automatically collect information about your computer, including your IP address, information about your visit, your browsing history, and how you use our website. This information may be combined with other information you provide to us, as described above.

## How is your information used?

We may use information held about you in the following ways:

- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information that you request from us.
- Process a donation you have made.
- Dealing with entries into a competition.
- Seek your views or comments on the services we provide.
- Send you communications which you have requested and that may be of interest to you. This may include information about events, charity news or other fundraising activities.
- To notify you about changes to our service.
- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- Process a funding application.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. Once the mutual contract is finalised; the information will be destroyed securely.

## Who has access to your information?

We will not sell or rent your information to third parties.

We may share your information to our third-party service providers for the purposes of completing tasks and providing services to you on your behalf (for example to process donations and funding applications). However, when we use third party services providers, we will only disclose the personal information that is necessary to deliver the service. The information will also be passed on in a secure manner. Our third-party service providers are required to keep your information secure and not use it for their own direct marketing purposes.

We will not release your information to any third parties for them to use for their own direct marketing purposes, unless we are required to do so by law.

## Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy.

## Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

## Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it is treated securely. Email addresses will be transmitted over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

## Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## Review of this Policy

We keep this Policy under regular review.

This Policy was last updated in May 2018.