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**Data Privacy Policy**

**Approved at AGM 15/08/2020 Next review 2022**

**Introduction**

The Dragonfly Schools Foundation is a Registered Charity in England and Wales No 1170021. Our postal address is: Stonecroft, Main Street, Yearsley, Brandsby, York YO61 4SL.

It is important to us to protect the privacy and data security of our supporters, as per the General Data Protection Regulation (GDPR) of 25th May 2018. Our designated Data Protection Officer is Caroline Mytum. Caroline can be contacted at: caroline@thedragonflyschoolsfoundation.com

**Why do we collect data?**

We collect personal data so that we can ensure our supporters receive up-to-date information about how to help our charity. We also need our supporters’ personal information to help us meet our legal and statutory obligations. Examples of what we may collect include:

* Contact information: name, postal address, email address, landline and mobile numbers.
* Bank account details and Gift Aid status.

We collect information when our supporters:

* + Sign up for our newsletters
	+ Fundraise for us
	+ Make a donation
	+ Purchase an item from our website shop or ebay online shop
	+ Visit our social media sites such as Facebook, Instagram and Twitter
	+ Visit our website

**What do we use our supporters’ personal data for?**

The purpose of collecting data is to:

* Provide information about our charity
* Assist in the purchasing of products from our online shops
* Send a personal thanks – either by letter or email
* Provide fundraising information
* Process donations and Gift Aid forms, where relevant, in order to comply with HMRC requirements

We will not contact our supporters unnecessarily and there will be no third party advertising sent to you. If you donate online, we will send you a transaction confirmation.

We occasionally process your data for performance and quality purposes in order to improve our own quality of service to you as a supporter.

## How long do we keep your data?

We only keep your data for the period of time that it is required, for example to comply with our legal obligations or for us to carry out your requests for information or online shop products. We will retain your personal information for the minimum period necessary to fulfil our obligations to you and to fulfil relevant UK laws. For example, UK tax law requires us to keep records of your donations and financial transactions for at least 6 years. However, it is possible for this information to be restricted in its use. Please contact our Data Protection Officer if you wish to know more information about how we will use your data and how it may be possible to restrict its use and we will happily comply, providing there is no law preventing us from doing so.

You have the right to access your data kept by The Dragonfly Schools Foundation. You may request information about what personal data is held by us, why we are keeping this data and for how long and to confirm with us if it is accurate information. You also have the right to delete your personal information from our records or ask about data security.

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