



## Edinburgh School Uniform Bank

Registered Charity No. SC047524 (SCIO)

# Privacy Policy

Last reviewed/updated on:	19 <sup>th</sup> March 2022
Approved by:	Julia Grindley, Chair of the Board of Trustees
Approved on:	19 <sup>th</sup> March 2022
Next review date:	19 <sup>th</sup> March 2023

Here at Edinburgh School Uniform Bank, we take your privacy seriously. This policy sets out how we use and protect any information that you give us. We may occasionally change this policy, so you should check it from time to time on our website [www.edinburghuniform.org](http://www.edinburghuniform.org) to make sure that you are happy with any changes.

### **Who are we?**

We are Edinburgh School Uniform Bank, a registered charity number SC047524 (SCIO). Our contact details are on our website [www.edinburghuniform.org](http://www.edinburghuniform.org).

### **How and why do we collect information from you?**

We collect information from you so that we can contact you to share our news, ask for donations and other support, and other general communication in the course of our work. We only contact you if you have given us permission to do so. We collect your information via sign-up forms (both electronic and on paper).

### **What information do we collect?**

We may collect the following information:

- Your name
- Your contact details including email address
- Your job title
- Your areas of interest
- Any other information that you share with us

### **How is your information used?**

We use your information to contact you with occasional updates and requests for support, as well as other general communications in the line of our work.

We do not share your information with anyone unless we have your permission or we are required by law to do so.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect.

### **How can you find out what information we hold about you?**

Please contact us via the email address given on our website and we will let you know what information we hold about you. If you wish to make any changes to your information, please let us know.

### **How can you ask us to stop using your information?**

If you want us to stop using your information, you can instruct us to do so by using the “unsubscribe” link that appears on some of our emails, or by contacting us via the email address given on our website.