



# ‘GIVING TO HELP OTHERS’ PRIVACY POLICY

This privacy policy is intended to clarify:

1. **Who we are.**
2. **What information we collect about you.**
3. **How we may use the information we collect about you.**
4. **When we will disclose your details to others.**
5. **How long we will keep your information for.**
6. **Your right to access and control how your data is used.**
7. **Our use of cookies.**
8. **Analytics.**
9. **How to contact us.**

*Where we link to third party websites, they will have their own privacy and cookies policies and it is your responsibility to review these. We cannot accept any responsibility or liability for the policies of third party websites.*

## 1. WHO WE ARE.

‘Giving to help others’ is a primary school education programme created by Team Margot Foundation in partnership with the NHS Blood & Transplant. ‘Giving to help others’ introduces primary school children to the concept of donating blood, platelets, stem cells, bone marrow and ultimately organs.

## 2. WHAT INFORMATION WE COLLECT ABOUT YOU.

When someone visits our website [givingtohelpothers.org](http://givingtohelpothers.org), we collect standard Internet log information and details of visitor behaviour patterns. This is to allow us to monitor user behaviour and visit rates. This information is anonymous. Our website also uses cookies.

Where we gather personal information this will be made clear. For example you may be asked to submit your contact details via a pop up box or via a feedback form. This will consist of information such as your name, email address, postal address, telephone or mobile number, type of visitor (e.g. teacher, parent or child with date of birth), the school you work for or attend, and the reason as to why you got in touch.

If you contact us for any reason, we may store your information.



### 3. HOW WE MAY USE THE INFORMATION WE COLLECT ABOUT YOU.

The information gathered about you may be used for the following purposes:

- To contact you in relation to our primary school education programme 'Giving to help others'.
- To deal with and respond to any correspondence we receive from you.
- To send marketing communications relating to 'Giving to help others'.
- To update you on any new resources, updated resources, prize draws and competitions that we believe may be of interest to you and / or your school.
- You may receive invitations to various events.
- You may be asked to provide feedback on resources available on [givingtohelpothers.org](http://givingtohelpothers.org)
- If at any time you no longer wish to be contacted by us, please email [unsubscribe@givingtohelpothers.org](mailto:unsubscribe@givingtohelpothers.org) and we will remove your details from our records.

### 4. WHEN WILL WE DISCLOSE YOUR DETAILS TO OTHERS?

- We will not pass your information to any third parties and will keep your information confidential except where disclosure is required for legal reasons (i.e. by police, charity commission etc), except in the circumstances of winning a prize draw (see Giving to help others KidZania London 2019 prize draw Terms and Conditions)
- At times, we may work with third parties to support our work and / or provide additional materials within the resources on [givingtohelpothers.org](http://givingtohelpothers.org). We will not pass on your contact details to any such third parties unless we receive consent from you. We may however share feedback or comments that you provide where your feedback and comments will improve the work we are doing together.

### 5. HOW LONG WE WILL KEEP YOUR INFORMATION FOR?

- We will store your information until you ask us to remove them from our records.
- If we communicate with you via email at any time, there will always be an option to unsubscribe, remove your details or specify exactly how you wish to be contacted.
- If at any time you wish for us to remove your contact details from our records, please email [unsubscribe@givingtohelpothers.org](mailto:unsubscribe@givingtohelpothers.org).



## 6. YOUR RIGHT TO ACCESS AND CONTROL HOW YOUR DATA IS USED.

You have a right:

- to be informed about how your data is used. It is the intention of this policy to give you an overview of how 'Giving to help others' uses your data. However, if you wish to understand more or to ask specific questions about your data, please email [data@givingtohelpothers.org](mailto:data@givingtohelpothers.org).
- to request a copy of the information we hold about you.
- to update or amend the information we hold about you if it is wrong.
- to change your communication or marketing preferences at any time.
- to ask for your data to be removed from our records.
- to raise a concern or complaint about the way in which your information is being used.

## 7. COOKIES

Our website makes use of cookies to improve your browsing experience. A cookie is a small text file which is stored on your computer by your web browser which enables a website to remember certain information about you, for example, if you are logged in or what items are in your shopping basket.

Cookies are a widely used method of storing information and can do no harm to your device. We do not store any personally identifiable information in our cookies and do not share any information with third party advertisers.

## 8. ANALYTICS

When someone visits [www.givingtohelpothers.org](http://www.givingtohelpothers.org) we use a third party service, Google Analytics, to collect standard Internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this.

## 9. CONTACT US

If you have any questions about this privacy notice or our treatment of your personal data, please email [data@givingtohelpothers.org](mailto:data@givingtohelpothers.org) or post a letter to Team Margot Foundation, 9 Roedean Crescent, London SW15 5JX