PRIVACY AND GDPR STATEMENT



At Kayleigh's Wee Stars SCIO, we take our values seriously and apply these values to everything we do – including how we treat your personal information. We are committed to letting you know how we use your personal information and make responsible use of your data. Kayleigh's Wee Stars is a registered Scottish charity number: SC050136.

1. <u>Information we collect about you</u>

1.1 We will collect personal information from you when you or your organisation enquire about our events or fundraising activities. This may include your name, title, email address, postal address, telephone numbers and job title. We will only collect personal information (or 'data') from those who directly interact with us: supporters, donors, fundraisers, event attendees, volunteers, referrers (or potential referrers), parents and carers (and/or those who make enquiries), children who use our services, and those who use our website.

2. Use of information

- 2.1 Your personal information will only be used to process your requests, and to provide you with information relating to our events and all other fundraising activities.
- 2.2 We will not share your information with our partners and other carefully selected organisations which we think may be of interest to you.

3. Security

- 3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.
- 3.2 Communications in connection with this service may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

4. Cookies

4.1 If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary.

5. Other information

- 5.1 If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us: info@kayleighsweestars.co.uk or contact us at: 4 Coutens Place, Oldmeldrum, Inverurie, AB51 0PU.
- 5.2 This privacy policy may be updated from time to time, so please check it periodically.
- 5.3 Links within our sites to other websites are not covered by this privacy policy. We will ensure we treat your personal information with respect.