

THE ULYSSES TRUST (UT) PRIVACY POLICY

INTRODUCTION

This privacy policy provides you with details of how we collect and process your personal data. If you are not happy with any aspect of how we collect and use your data you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try and resolve it for you.

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at development@ulyssesrust.co.uk

SENSITIVE DATA

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

HOW WE COLLECT YOUR PERSONAL DATA

We may collect personal information (e.g. your name, address, email address, postal address, telephone number) from you when you:

- Make a donation to us
- Complete an online registration or other form
- Subscribe to our newsletters or other updates
- Request information about UT
- Respond to our mailings
- Apply to us for funding
- Contact us or become involved with us in another way (e.g. via social media)

As part of these interactions we may also collect additional information such as your bank or credit card details, gift aid eligibility and information about your interests.

On occasion we may collect information about you from the public domain, either directly or from third parties.

HOW WE USE YOUR PERSONAL DATA

There are many reasons why we might need your personal details. The main ones are:

- To further our charitable aims
- To process your donation
- To send you information you have requested from us
- To inform us about the interest and concerns of our supporters and general site visitors concerning UT's mission
- To keep records of our contact with you
- To process your application for funding
- To keep you up to date on the work of UT and ways in which you can help us

- So that we can better meet your needs

SHARING YOUR PERSONAL DATA

We never sell, rent or share your details with other charities or companies for marketing purposes.

The only time your information is shared with other organisations is:

- Where you have given your permission for us to do so.
- With a small number of trusted partners who are employed as our service providers or agents and contractually bound to use your information strictly for the performance of a particular service only (e.g. those who securely process payments, deliver goods, host the website, etc.).
- When we are obliged to do so by law such as sending your information to be checked against the Telephone Preference Service, or if contacted by the authorities with a reasonable request for information.

COOKIES AND WEB PRIVACY

We guarantee our commitment to respecting and protecting your online privacy.

This includes your need and your right to know what we do with the personal information you share with us. It also guides our policies regarding the management of this data, including how the information is collected, processed, and for what purposes.

By accessing this website you are consenting to the way information is collected and used, as described within this Privacy Policy. In return, UT gives the commitment that we will use the personal data you provide only in ways that are compatible with the following Privacy Policy.

The collection of information

Every time you log on to our website your IP (Internet Protocol) address registers on our servers. Your IP address reveals no information other than the number assigned to you. We do not use this technology to get any personal data against your knowledge or free will (i.e., automatically recording e-mail addresses of visitors). Nor do we use it for any purpose other than to help us monitor traffic on our website, or (in case of criminal activity or misuse of our information) to cooperate with law enforcement.

Cookies

We use a number of different cookies on our site. If you do not know what cookies are, or how to control or delete them, then we recommend you visit <http://www.aboutcookies.org> for detailed guidance.

The list below describes the cookies we use on this site and what we use them for. Currently we operate an 'implied consent' policy which means that we assume you are happy with this usage. If you are not happy, then you should either not use this site, or you should delete the cookies having visited the site, or you should browse the site using your browser's

anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc.)

First Party Cookies

These are cookies that are set by this website directly.

Google Analytics: We use Google Analytics to collect information about visitor behaviour on our website. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. This Analytics data is collected via a JavaScript tag in the pages of our site and is not tied to personally identifiable information. We therefore do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

Find out more about [Google's position on privacy](#) as regards its analytics service.

Third Party Cookies

These are cookies set on your machine by external websites whose services are used on this site. Cookies of this type are the sharing buttons across the site allow visitors to share content onto social networks. Cookies are currently set by LinkedIn, Twitter and Facebook. In order to implement these buttons and connect them to the relevant social networks and external sites, there are scripts from domains outside of our website. You should be aware that these sites are likely to be collecting information about what you are doing all around the internet, including on this website.

You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the European Economic Area (EEA).

SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you can ask us to delete your data: see below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

WHAT IF I DON'T WANT YOU TO USE MY DETAILS ANY MORE?

If you have provided us with details but decide at a later date that you no longer want to receive information or would like us to stop processing your data at all or in a particular way, or if you wish to update us that your contact details have changed, simply let us know by sending an email to development@ulyssesrust.co.uk

CHANGES TO THIS POLICY

We reserve the right to amend this Privacy Policy at any time, so please check it from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on the UT website or by contacting you directly.

This information was last updated in May 2018.