



Privacy Notice

In accordance with Data Protection Legislation Slide Away is committed to protecting and respecting your privacy. This notice explains how we use and protect the information given to us. If we ask you to provide us with information by which you can be identified, you can be assured that it will be used in accordance with this notice statement. If you have any questions or comments regarding this privacy notice please email us at: info@slideaway.org

This notice may be updated by updating this page. You should check this page from time to time to ensure you are happy with any changes. This notice was last reviewed as detailed above.

Data Controller

Slide Away (collectively referred to as “Slide Away”, “we”, “us” or “our” in this privacy notice) is the data controller and is responsible for your personal data.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Information we may collect from you

We do not collect any personal identification data, such as names or contact details, about anyone unless it is voluntarily provided.

The information we may collect and process about you includes:

- Identity and contact details such as your name, telephone number(s) and address that you provide verbally;
- Identity and contact details that you provide in emails, letters or forms you send to us, including keeping a record of that correspondence;
- Identity and contact details for all children for whom one of our services is to be provided;
- Details of your visits to our website (including, but not limited to, traffic data, location data, weblogs and other communication data), and the resources that you access.

If you do not provide personal data

Where we either need to collect personal data to comply with a legal or regulatory obligation, or we request it so we may provide one of our services and you fail to provide that data when requested, we may not be able to provide the service you want to receive from us. In this case we may have to cancel a service that you have requested from us, but we will notify you if this is the case at the time.

How we use the information provided to us

We will only process personal data when we are legally allowed to do so. We will process personal data most commonly:

- In order to provide the service you want to receive from us.
- Where the processing is required in order to comply with a legal or regulatory obligation.
- Where the processing is in our legitimate interests (or those of a third party) and these are not overridden by your fundamental rights and interests.

We do not generally rely on consent as a legal basis for processing your personal data unless it is in relation to sending direct marketing communications from us to you. Whenever you are asked to fill in a form on our website or elsewhere, you will be asked to tick a box to opt in to receiving specific communications for marketing purposes; if you do not tick the box, we will not contact you. Where your opt-in consent is given for marketing purposes, you can withdraw that consent at any time by clicking the link provided to unsubscribe or by contacting us at: info@slideaway.org

We use information held about you in the following ways:

- To provide you with information or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- To ensure that content from our Website is presented in the most effective manner for you and for your computer;
- To enable us to improve our services;
- To notify you about changes to our services;
- To keep a record of the services you have subscribed to;
- For any other purpose which you have specifically consented to when providing the information.

If you have provided us with your contact details, we may contact you using any of the contact details provided. We will not contact you for direct marketing purposes if you have not consented to such use at the time your contact details were collected.

We will only use personal data for the purposes for which we collected that data, as set out above. If we need to use personal data for an unrelated purpose, we will notify you of this and explain the legal basis which allows us to do so.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest, such as for equal opportunities monitoring.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Automated decision-making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Disclosure of information

We may disclose your information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to protect the rights, property, or safety of any children we come into contact with or others. This includes exchanging information with other organisations for the purposes of complying with any legal obligation or where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

"Third parties" includes third-party service providers (including contractors and designated agents, our bankers and web hosts and other entities within our group.

We require all third parties to whom we disclose personal data to respect the security of that data and to treat it in accordance with applicable law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our referral.

Where we store your personal data

All information you provide is stored and processed in electronic and/or paper format. We ensure that all information is only processed by us in the United Kingdom, using well known, well-used and secure software or internet-based products. Where that software or product exists outside of the UK we ensure that they comply with GDPR. There are a number of controls to protect data stored in both electronic and hard copy formats. The staff that interact with personal data are trained to do so in a safe and secure manner. Any paper containing personal data which needs to be destroyed in accordance with our data protection policy is shredded securely.

How long we store your personal data for

We only retain personal data for as long as is necessary to fulfil the purpose(s) for which that data was collected.

We determine the appropriate length of time to retain personal data by considering the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of that data, the purposes for which we process that data and whether or not we can achieve those purposes through other means. Any applicable legal and/or regulatory obligations will be taken into account here as well. As a result, Slide Away commits to the destruction of all

beneficiary and related data once the beneficiary attains the age of 19, unless a compelling reason exists for its retention.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Internet security

The transmission of information via the internet is not completely secure. Although we have appropriate security measures in place to reduce the risk of personal data from being accidentally lost, used, disclosed or accessed in an authorised way, we cannot completely guarantee the security of your data transmitted to our website or systems; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We have procedures in place to deal with any suspected personal data breach. We will notify you and the ICO of such a breach when we are legally required to do so.

Cookies

Our website uses cookies. When anyone visits our website, information such as their anonymised IP address, browser and version, operating system and the site they came from is collected. This information is only used for statistical purposes to help improve our site. We do not use cookies for collecting personal information and we will not collect any information about you except that required for the administration of our web server.

You can set your browser to refuse some or all browser cookies, but please note that if you disable or refuse cookies, this may affect the functionality of at least some parts of our website.

Your rights

The General Data Protection Regulations provide the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

To exercise any of these rights, or for further information on any of them, please email us at: **info@slideaway.org**

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 Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Data Protection Officer

We have appointed a Data Protection Officer to oversee the compliance with this privacy notice. If you have any questions about this notice or how we handle your personal information, please contact us at **info@slideaway.org**

Website links

Our website may, from time to time, contain links to and from websites which we consider are of relevance to our visitors. This can include advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to and updating of information

You have the right to access information we hold about you. Any request for information may be subject to a fee to meet our costs. Such fee will be no greater than the then current maximum figure recommended by the Information Commissioner.

If there are any changes to your information, or you object to the information about yourself which is held by us, please contact us at: **info@slideaway.org** with the changes.