



## Privacy Policy Statement and Cookies

This privacy policy sets out how The Polehampton Charity (the Charity) uses and protects any information that individuals give the Charity while using this website.

The Charity is committed to ensuring that an individual's privacy is protected. Should the Charity ask an individual to provide certain information by which the individual can be identified when using this website, be assured that the information will only be used in accordance with this privacy statement.

The Charity may change this policy from time to time. Users of the website should check this page regularly to ensure that they are happy with any changes.

This policy is effective from: December 2023.

### What the Charity collects

The Charity may collect the following information:

- Name and organisation
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to grant applications such as age

### What the Charity does with the gathered information

The Charity requires this information to consider and process grant applications, and in particular for the following reasons:

- Internal record keeping.
- Improve processes.
- Periodically send emails about the Charity and its grant giving processes and policies using email addresses and information provided by users.

### Security

The Charity is committed to ensure all information is secure. In order to prevent unauthorised access or disclosure, the Charity has put in place suitable physical, electronic and managerial procedures to safeguard and secure information collected online.

### What is a cookie?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

Doc reference	Last review date	Next review date	Page No:
PHC/PPSC/2024	March 2024	March 2025	1 of 3



You can find more information about cookies at:

- [www.allaboutcookies.org](http://www.allaboutcookies.org)
- [www.youronlinechoices.eu](http://www.youronlinechoices.eu)
- For a video about cookies visit [how Google uses cookies](#)

Cookies do lots of different jobs, like letting users navigate between pages efficiently, remembering a user's preferences, and generally improve the user experience. They can also help to ensure that online adverts are more relevant to a user and their interests. The cookies used on this website have been categorised based on the categories found in the ICC UK Cookie guide.

### **Category 1: strictly necessary cookies**

These cookies are essential in order to enable users to move around the website and use its features, such as accessing secure areas of the website. Without these cookies, services a user has asked for, like shopping baskets or e-billing, cannot be provided.

### **Category 2: performance cookies**

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.

By using the Charity's website, users agree that the website can place these types of cookies on their device.

### **Category 3: functionality cookies**

These cookies allow a website to remember choices visitors make (such as username, language or the region/country) and provide enhanced, more personal features. For instance, a website may be able to provide a user with local weather reports or traffic news by storing in a cookie the region they are currently located. These cookies can also be used to remember changes a user has made to text size, fonts and other parts of web pages that can be customised. They may also be used to provide services a user has asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track the user's browsing activity on other websites.

By using the Charity's website, users agree that it can place these types of cookies on their device.

### **Category 4: targeting cookies or advertising cookies**

These cookies are used to deliver adverts more relevant to a user and their interests They are also used to limit the number of times a user sees an advertisement as well as help measure the effectiveness of the advertising campaign. They are usually placed by advertising networks with the website operator's permission. They remember that a user has visited a website, and this information is shared with other organisations such as advertisers. Quite often targeting or advertising cookies will be linked to site functionality provided by the other organisations.

### **Links to other websites**

Doc reference	Last review date	Next review date	Page No:
PHC/PPSC/2024	March 2024	March 2025	2 of 3



The Charity's website may contain links to other websites of interest. However, once a user has used these links to leave the Charity's site, they should note that the Charity does not have any control over that other website.

Therefore, the Charity cannot be responsible for the protection and privacy of any information which a user provides whilst visiting such sites and such sites are not governed by this privacy statement. Users should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling personal information**

Users may choose to restrict the collection or use of personal information in the following ways:

- Whenever they are asked to fill in a form on the website, look for the box that you can click to indicate that they do not want the information to be used by anybody for direct marketing purposes
- If they have previously agreed to the Charity using their personal information for direct marketing purposes, they can change their mind at any time by writing to or emailing the Charity at [clerk@thepolehamptoncharity.co.uk](mailto:clerk@thepolehamptoncharity.co.uk).

The Charity will not sell, distribute or lease personal information to third parties unless the Charity has a user's permission or are required by law to do so. The Charity may use an individual's personal information to send them promotional information about third parties which the Charity thinks the individual may find interesting if they tell the Charity that they wish this to happen.

Users may request details of personal information which the Charity holds about them under the Data Protection Act 1998.

If a user would like a copy of the information held on them, email [clerk@thepolehamptoncharity.co.uk](mailto:clerk@thepolehamptoncharity.co.uk).

If an individual believes that any information the Charity is holding on them is incorrect or incomplete, email [clerk@thepolehamptoncharity.co.uk](mailto:clerk@thepolehamptoncharity.co.uk) as soon as possible. The Charity will promptly correct any information found to be incorrect.

### **Monitoring and review of this policy**

This policy is to be reviewed by the Board of Trustees using the annual monitoring and review cycle.

Doc reference	Last review date	Next review date	Page No:
PHC/PPSC/2024	March 2024	March 2025	3 of 3