Reviewed: May 2020
Version: 1
Author: Lucy Pollock

IT Schools Africa
Privacy Policy

Introduction

This privacy policy sets out how IT Schools Africa uses and protects any information from its donors and supporters. IT Schools Africa is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. IT Schools Africa may change this Policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

What we collect

We may collect the following information you when you make a donation, volunteer with us, join our mailing list, or contact us through our website: name and job title, contact information including email address, demographic information such as postcode.

If we do so, it is to understand your needs and provide you with a better service, and in particular for the following reasons: internal record keeping, we may use the information to improve our communications and services, to claim gift aid and to comply with legal obligations. We may periodically send emails with updates regarding your donation or other information which we think you may find interesting. We may contact you by email, phone or mail.

Security

We are committed to ensuring that all information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We use cookies on our website browser which does not collect personal data but rather collects information which helps us assess how the website is used and how it can be improved.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information
You may choose to restrict the collection or use of your personal information or if you believe that any information we are holding on you is incorrect or incomplete please write to or email us as soon as possible at the address below. We will promptly correct any information found to be incorrect. You may opt-out of communications at any time by clicking the 'unsubscribe' link at the foot of our newsletters (administered through MailChimp). If you request that we stop communicating with you, we may keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

We will not sell, distribute or lease any personal information to third parties unless we have permission from the individual or are required by law to do so. We do use third-party financial institutions to process our donations. They receive the card number and other personal information only to verify and process transactions securely. We do not allow for any third parties to sell, trade or rent this data or use it for anything other than what they are contracted to do, or store the data over a long-term period.

Where you contribute material to us, e.g. user-generated content, we will generally only keep your content for as long as is reasonably required for the purpose(s) for which it was submitted, unless otherwise stated at the point of generation.

Legitimate interest
In some instances, we collect and use your personal information by relying on the legitimate interest legal basis. This includes and is not limited to:
- If you have donated equipment or other material item/s or donated financially to the charity in the last 7 years.
- If you are or have been a staff member, volunteer or trustee of ITSA in the last 5 years.
- If you signed up for more information on our website.

This means that we have a legitimate organisational interest to use your personal information in order to respond appropriately to you.

Accessing your information
You can make a written or verbal request to access the personal information we hold about you. If we aren't able to meet your request for access, we'll let you know why. We will respond within one month of receiving your request.

Complaints about how we handle your personal information
If you have a complaint about our handling of your personal information or an alleged breach of the principles contained in the General Data Protection Regulation 2018, please contact us and provide us with the details of your complaint / the alleged breach as well as any supporting evidence.

Contact us
IT Schools Africa, Unit 8, Mead Road Industrial Estate, Mead Road, Cheltenham, GL53 7EF
01242 228800 or email contact@itschoolsafrica.org

Cookies (as per website)
This website stores information about your visit using cookies (files which are sent by our hosting server to your computer or other access device) in order to provide a smoother and more personalised experience whilst on this website, and to remember your preferences if you return.

Third-party cookies, such as those provided by Google Analytics, also record anonymous data about your visit, for example the country and city you are located in, your browser, whether you are using a computer or mobile device, what operating system you are using etc.

If you want to delete any of this website's cookies already on your computer, go to your browser's privacy settings and type in this domain name www.itschoolsafrica.org where you will be able to remove them individually. Alternatively, you may be able to right-click and view Page Info (or similar) and then view/delete the site's cookies.

Information on deleting or controlling cookies is available at www.wikihow.com. Please note that by deleting some or all of this website's cookies or disabling future cookies you may not be able to access certain areas or features of our site, or your preferences may not be saved for future visits.