



Privacy Policy

Education Otherwise takes the privacy rights of its members, volunteers, customers, and the users of our services very seriously and we seek to ensure the highest standards of compliance with UK Data Protection Laws and Regulations and Human Rights Legislation. These privacy rights extend to every individual regardless of age. This Privacy Policy explains exactly how we may use your data.

We have an up-to-date entry on the Data Protection Register. This can be seen at www.informationcommissioner.gov.uk When you complete a membership form, purchase goods, make donations, request information, or give us data for any other reason the information you provide will be processed in accordance with this privacy policy.

1. Your Data

"Your Data" means any information about you which could relate to you, including your name, address, date of birth, telephone number, email address, other contact details, financial details, comments, opinions, transactions, call requests and any other information from which you can be personally identified and which you or anyone else may disclose to us at any time.

2. When do we collect your data?

We collect your data from you when you:

- a. make a transaction on our website or use our member forums;
- b. make a request for information or contact us by email, phone or post;
- c. make a donation to us;
- d. apply to join Education Otherwise or volunteer for us;
- e. and you or anyone else otherwise disclose(s) your data to us at any other point.

3. How do we use your data?

We use your data to:

- a. administer our relationship with you as an enquirer, customer or member; provide you with information about the Organisation; process orders, requests, queries, payments and donations; and for related activities;
- b. confirm and investigate any transactions or transfers of monies that may occur in respect of any order, membership request or donation you make;
- c. monitor, develop and improve our websites and services;
- d. process and deal with any complaints or enquiries made by or about you;
- e. monitor and investigate any suspected breach of our Terms & Conditions or Policies or any suspected unlawful activity, relating to you; and
- f. where you have given your consent to keep you updated on our services.

4. Will we pass on your Data to third parties?

We may pass your data to other parties as follows:

- a. To our employees [and agents and contractors] and volunteers to process an order, enquiry, request or donation and to administer these and any other services provided to you by us now or in the future or any correspondence entered into between you and us, including any marketing activities to which you have consented under paragraph 3(f) above;
- b. We may disclose your data to the police, regulatory bodies, enforcement authorities or legal advisers in connection with any alleged criminal offence or unlawful activity;
- c. Other than in the circumstances outlined in paragraph 4 above, we will not provide your data to any third party without your written consent or unless we are required to do so by law.
- d. Please note that we will not pass your data to third parties for marketing purposes without your explicit consent;
- e. Education Otherwise takes the privacy of its members, staff, volunteers and users extremely seriously. If any person or organisation that is in any way associated with Education Otherwise shares your personal data other than as permitted in paragraph 4 above, Education Otherwise will immediately terminate their membership or, in the case of organisations, cease all further association.

5. Control of your personal information

You may choose not to have your personal information used in any of the ways described in this Privacy policy. Where your personal information is collected we will ensure that you will be given the opportunity to give or refuse your consent to any use of your personal information.

At anytime you may ask to see what personal information we hold about you by writing to: Data Protection Officer, Education Otherwise c/o PO Box 325, Kings Lynn, Norfolk, PE34 3XW. We make a £10 administrative charge for processing such a request which should be made payable to "Education Otherwise Association Limited." Such requests are known as Subject Access Requests and we will ensure that the information provided complies with the current Data Protection legislation.

6. Removal, Uses and Accuracy of your personal information

If at any time you wish to have your personal information removed from our records, or you wish us to stop using your personal information in certain ways, or if you wish to discover the extent of personal information that we hold about you, or if you want to check the accuracy of this personal information then please write to: Data Protection Officer at the address in Point 5 with your requirements.

7. Data Security and Transfers

We endeavour to take all reasonable steps to protect your data. Apart from posting a hard copy of the contact list annually to any overseas EO members, we will not knowingly transfer your data outside of the European Economic Area for any purpose other than in connection with the potential storage of data and systems on servers that may be located elsewhere. This may be the case for some electronic mailing lists. However, we will always endeavour to ensure such lists are subject to required restrictions in accordance with relevant data protection laws.