

1. Introduction

At Tyume Valley Schools, we are committed to protecting your personal information and being transparent about how we use it. We respect your privacy and comply with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. This policy explains what information we collect, how we use it, and your rights.

We are:

Tyume Valley Schools, a registered charity in England and Wales (No. 1103909) Our registered address is 2 OLD BLACKFRIARS, MARLEY LANE, BATTLE, TN33 0DQ, UK. You can contact us by email at web@tvschools.org.uk or by post at the address above.

2. What Information We Collect

We collect personal information in the following situations:

- When you **donate** to us or set up a regular gift
- When you **sign up to receive updates**, newsletters, or information
- When you **volunteer, fundraise, or take part in campaigns**
- When you **contact us** with a query or feedback
- When you **visit our website**, including through cookies

The types of information we collect may include:

- Your name, address, and contact details
- Donation history and Gift Aid preferences
- Communication preferences
- Bank or payment details (processed securely via third-party providers)
- Technical information such as IP address, browser type, and site usage statistics

3. How We Use Your Information

We use your data to:

- Process donations and claim Gift Aid
- Inform about our work, campaigns, and fundraising activities (only after your consent)
- Manage volunteer participation and event registration
- Respond to your queries or requests and improve our website communication channels

We will **never sell or share your data** with third parties for marketing purposes.

4. Lawful Basis for Processing

We rely on one or more of the following legal bases:

- **Consent** – when you've opted in to receive updates or newsletters
- **Contractual necessity** – when processing your donations or event registrations
- **Legal obligation** – to comply with UK HMRC requirements (e.g., Gift Aid)
- **Legitimate interest** – to manage our relationships and improve our services

5. Sharing Your Information

We may share your data with trusted service providers who act on our behalf, such as:

- Payment processors (e.g., Gift Aid, PayPal, JustGiving)
- Email providers and / or Event or fundraising platforms

These providers only process data under our instructions to correspond with UK data protection laws.

6. How We Protect Your Data

We take appropriate technical and organisational measures to safeguard your information, including encryption, access controls, and secure servers.

7. How Long We Keep Your Information

We will keep and delete your information according to our internal policies and will keep it no longer than reasonably necessary for the purposes for which we hold it, taking into account relevant legal and regulatory retention requirements (e.g. tax requirements) and operational considerations.

8. Your Rights

You have the right to:

- Access the personal information we hold about you
- Request correction or deletion of your data
- Withdraw consent for marketing at any time

To exercise these rights, contact web@tvschools.org.uk

If you're unhappy with how we handle your data, you can also contact the **Information Commissioner's Office (ICO)** at www.ico.org.uk.

9. Cookies and Website Analytics

We use cookies to understand how people use our site and to improve user experience. You can manage or disable cookies through your browser settings or our Cookie Preferences tool.

10. Updates to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated “last revised” date.
