

# Privacy Policy

At Shuktara Trust (UK), we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@shuktara.org](mailto:info@shuktara.org) or by writing to **Sue Tungay, Shuktara Trust (UK), 7 Lily Close, London W14 9YA UK**. Alternatively, you can telephone +44 (0)208 748 3151.

## Who are we?

We are Shuktara Trust (UK), a charity dedicated to supporting shuktara in Kolkata, India, an organisation providing a home for life for young men and women with disabilities. Shuktara Trust (UK) is a registered charity (no. 1112303). The registered address is 7 Lily Close, London W14 9YA.

## How do we collect information from you?

We obtain information about you when you use our website, when you make a donation, or if you subscribe to our newsletters.

## What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what webpages are accessed and when. If you make a donation online, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

## How is your information used?

We may use your information to:

- process a donation that you have made;
- carry out our obligations arising from any contracts entered into by you and us;
- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities; or to process a grant.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfill our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

## Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

**Third Party Service Providers working on our behalf:** We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond Shuktara Trust (UK) for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

**Third Party Product Providers we work in association with:** When you are using our secure online donation pages, your donation is processed by a third party payment processor (JustGiving or PayPal), who specialise in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

## Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the vital work we do for the young people with disabilities in our care, then you can select your choices by ticking or filling in the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting Sue Tungay by email: [info@shuktara.org](mailto:info@shuktara.org) or telephone on +44 (0)208 748 3151.

## How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [info@shuktara.org](mailto:info@shuktara.org), or write to us at: 7 Lily Close, London W14 9YA. Alternatively, you can telephone +44 (0)208 748 3151.

You have the right to ask for a copy of the information Shuktara Trust (UK) hold about you. The first request is provided free however we may charge £10 for subsequent information requests to cover our costs in providing you with details of the information we hold about you.

## Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear in web browsers such as Google Chrome, Mozilla Firefox and Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

## **Profiling**

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively.

## **Use of 'cookies'**

Like many other websites, the Shuktara Trust (UK) website (shuktara.org) uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

## **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Transferring your information outside of Europe**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated 18 June 2018.