



# UK Langa Township Pre-School Trust

## PRIVACY & DATA PROTECTION POLICY

Data is collected by LTPT from those supporters who wish to receive information including LTPT newsletters, publicity about LTPT events and details of special appeals and products for sale. These people include those , who wish to receive the quarterly newsletter, and who are known as 'LTPT Friends'. There is no annual subscription. The data is collected to facilitate the running of the Trust and to allow Trustees to communicate with those expressing an interest in the work of the Trust.

UK Langa Township Pre-School Trust is committed to maintaining your privacy so please read carefully in order to fully understand how we go about doing this. This policy covers UK Langa Township Pre-School Trust's use of personal information that is collected when you register your interest with us either through our website or by completing and posting to us a form for that purpose downloadable from our web site.

This policy is intended to protect your privacy and ensure that your personal information is handled in a safe and responsible manner. We recommend you to refer to this policy on an ongoing basis to stay up-to-date with our most current privacy policy practices.

### **Information that we collect from you**

When you visit our website and wish to buy an event ticket, make a donation or to purchase goods through this website, you may be asked at the time of registering or making an order, to provide information about yourself, including your name, contact details (such as telephone and mobile numbers and e-mail address), demographic information (such as post code and delivery address) and payment information (such as credit or debit card information).

### **Use of your information**

We require this information to keep you in touch with our mission and work, and in particular for Internal record keeping to periodically send you our quarterly newsletters, promotional emails about events and special appeals. We may use the information to customise the website according to your interests.

## **Security and storage of your data**

Any personal information we request from you will be safeguarded under the Data Protection Act 1998.

We store your data on a secure computer in the Trust's office and we also store as a back-up, the original paper form you submitted when you asked to be added to our data list. By submitting your personal data, you agree to this.

Unfortunately, the transmission of information via internet is not completely secure. We will always endeavour to do our best to protect your personal data however we cannot guarantee the security of your data transmitted to our website therefore any transmission is at your own risk. Once we have received your information and in order to prevent unauthorised access or disclosure we have put in place strict physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Following a link to another web site**

This privacy policy only applies to this website, and doesn't cover any third party websites. If you go to another website from this one, read the privacy policy on that website to find out what it does with your information.

## **Following a link from another website**

If you come to <http://www.langapreschooltrust.uk> from another website, we may receive personal information about you from the other website. We encourage you to read the privacy policy of the website you came from to find out more about this:

## **Access to your personal information**

You have the right to request a copy of the personal information that UK Langa Township Pre-School Trust holds about you. We reserve the right to make a nominal charge for such information requests.

We undertake to correct any inaccuracies or to remove your data altogether within 28 days of receiving such a request. Any such requests should be made to this email address:  
[gordon.gaddes@btinternet.com](mailto:gordon.gaddes@btinternet.com)

When you supply any personal information to UK Langa Township Pre-School Trust we have a legal obligation towards you in the way we use that data. We undertake not to pass your information on to anyone else without your express permission.

ENDS

6/8/2020