

## **PRIVACY POLICY**

### **1. Purpose of policy**

- 1.1 This Privacy Policy (the "Policy") tells you how Chefs in Schools ("We") processes your personal information, including through the website [chefsinschools.org.uk](http://chefsinschools.org.uk) (the "website").
- 1.2 This Policy explains how we will process any personal data that we collect from you, or that you give us. It also tells you our views and practices about your personal data and how we will treat it.
- 1.3 For the purpose of applicable data protection legislation (including but not limited to the Data Protection Act 2018, the General Data Protection Regulation (Regulation (EU) 2016/679), and the UK General Data Protection Regulation), the data controller of your personal information is Chefs in Schools of registered address, Hackney School of Food, % Mandeville Primary School, Oswald Street, E5 0BT. If you have any questions regarding this policy please email us at [hello@chefsinschools.org.uk](mailto:hello@chefsinschools.org.uk).

### **2. What information we collect and how do we collect it**

We collect personal information about you when you complete an enquiry form, donate to a Chefs in Schools campaign or when you just spend time on our website.

### **3. Information you give us**

- 3.1 There is certain information we collect from you directly. This might be when you fill in forms on the website, register for our newsletter or when you contact us by phone, by e-mail or via any other contact method. For example, this might be information you give us when you donate through the website, either as a one-off or as a regular (e.g. monthly) donation. In general, if you are donating to a Chefs in Schools campaign, we will ask you for your name, e-mail address, phone number, financial and credit card information. If you contact us for any other reason (for example, to notify us of a problem with our website), we may also collect other ad hoc information about you from our discussion.

### **4. Information we collect about you automatically**

- 4.1 When you use the website, regardless of whether or not you make a donation, as is the case with most websites, we automatically get some technical details such as your chosen browser and unique IP address. As is common to all major websites, we also collect information about your visit, including how often you visit and information about how you are using the website including the movement of your mouse, what buttons you click. Most of this information is collected via the use of cookies.
- 4.2 Cookies are a useful way for us to understand how supporters/donors use our website. Cookies are created by your web browser when you visit our website. Every time you go back to the Chefs in Schools website, your browser will send the cookie file back to the website's server. For further information about cookies and how to amend your browser settings in order to block cookies, please see the cookie information below.

## 5. Cookies

We use cookies to help you navigate efficiently and perform certain functions. You will find detailed information about all cookies under each consent category below.

The cookies that are categorised as "Necessary" are stored on your browser as they are essential for enabling the basic functionalities of the site.

We also use third-party cookies that help us analyse how you use this website, store your preferences, and provide the content and advertisements that are relevant to you. These cookies will only be stored in your browser with your prior consent.

You can choose to enable or disable some or all of these cookies but disabling some of them may affect your browsing experience.

### 5.1 **Necessary**– Always Active

Necessary cookies are required to enable the basic features of this site, such as providing secure log-in or adjusting your consent preferences. These cookies do not store any personally identifiable data.

### 5.2 **Functional**

Functional cookies help perform certain functionalities like sharing the content of the website on social media platforms, collecting feedback, and other third-party features.

### 5.3 **Analytics**

Analytical cookies are used to understand how visitors interact with the website. These cookies help provide information on metrics such as the number of visitors, bounce rate, traffic source, etc.

### 5.4 **Performance**

Performance cookies are used to understand and analyse the key performance indexes of the website which helps in delivering a better user experience for the visitors.

### 5.5 **Advertisement**

Advertisement cookies are used to provide visitors with customised advertisements based on the pages you visited previously and to analyse the effectiveness of the ad campaigns.

## 6. Information we receive from other sources

6.1 We may also receive certain personal information about you from third parties. For example, if you contribute to Chefs in Schools via fundraising sites like Local Giving or Crowd Funder. These independent third parties will pass your personal information to Chefs in Schools where you have indicated that you wish to support Chefs in Schools and have given your consent or it is a necessary part of completing a contract with you.

6.2 We might also obtain your personal information through your use of social media such as Instagram, Facebook, WhatsApp, Twitter or LinkedIn, depending on your settings or the privacy policies of these social media and messaging services. To change your settings on these services, please refer to their privacy notices, which will tell you how to do this.

## 7. **Information about others**

- 7.1 To help you tell your friends and family about a particular campaign you are supporting, you might give us information about other people (or allow us to collect this information for you from your social networks or your email contacts list). Please let them know and make sure that they are happy for you to provide us with their information. You might want to keep a record of their consent and provide them with a copy of or link to this Policy.

## 8. **How we use your information**

We use the personal information we collect about you for a number of purposes:

- to manage and process donations to funding campaigns;
- to provide you updates about funding campaigns that you have donated to;
- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- for fraud or verification checks;
- to provide you information about Chefs in Schools programmes and activities;
- to make sure that content from the website is presented in the most effective manner for you and for your computer and improve the website;
- to comply with legal and regulatory requirements;
- to administer the website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- as part of our efforts to keep the website safe and secure; and

- 8.1 The charity is a "data controller". This means that we are responsible for how we hold and use personal information about you.

- 8.2 We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about; and
- Kept securely.

## 9. **Changes to this policy**

We reserve the right to update this policy at any time, and we will provide you with a new policy when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.