

## **Privacy : How we protect your privacy.**

Edlumino is committed to protecting the privacy of its supporters. We comply with the Data Protection Act of 1998.

### **How do we receive personal information?**

We only collect personal information when you specifically provide it to us. This may happen when you contact Edlumino via email or via our website, make a donation to us or register to receive email newsletters.

### **What do we do with your personal information?**

We are legally obliged by the Data Protection Act 1998 to make sure that we only use your information for the purpose for which it was requested, and to make sure it is kept securely.

We take care to make sure that the way we use your data is secure and we are constantly improving our systems and processes to make sure that your data is handled efficiently and safely.

If you have subscribed to receive email newsletters, we will use your email address to send you information. Each email will give you the opportunity to stop receiving information from Edlumino.

If you have requested information to be sent to you, we will only use the email address and postal address you provided.

### **Will we share your personal information with anyone else?**

If requested, we will pass personal information to relevant authorities including the Police.

### **Keeping your information up-to-date**

If you would like at anytime to make changes to the way that we communicate to you by post, telephone or email, please contact us via email [contactus@edlumino.org](mailto:contactus@edlumino.org)

Changes made will be actioned within five working days, although due to the way that we select and use data it may take up to one calendar month for the changes to become effective.

### **Changes to this privacy policy**

We may amend this policy from time to time. We will state clearly on our website any substantial changes to the way in which we use your personal information. Contact us