



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 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.

We request information for individuals who would like to volunteer with us for identity and safeguarding checks.

When someone visits www.edlumino.org we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone.

We do not use cookies on our website.

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.

When individuals apply to volunteer with Edlumino, we will only use the information they supply to us to process their application and to monitor recruitment statistics and for safeguarding checks. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a DBS check we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful volunteers will be held for 12 months after the volunteering enquiry has been completed, it will then be destroyed or deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

Once a person has taken up volunteering with Edlumino we will compile a file relating to their volunteering. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's placement and future reference and safeguarding information.

Will we share your personal information with anyone else?

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

Access to your personal information

Edlumino tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to Edlumino for any personal information we may hold you need to put the request in writing via email or post addressing it to our Data controller.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by contacting us via post or email as outlined in 'keeping your information up-to-date.'

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

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.