



Privacy Policy

draft

Our contact details.

Name: Critchleys LLP

Address: 23-38 Hythe Street, Oxford. OX1 2EP

Phone Number: 07477205130

Email: secretary@quietcharity.org.uk

QUIET collects and processes:

- Personal contact details of donors and friends of Brummana High School (e.g. name and email address.)
- Information concerning donations (the date, sum and means by which donations are given, e.g. through website, by BACS, etc.)
- Information necessary for Gift Aid claims.

How we get the personal information and why we have it.

QUIET processes the personal information that is provided to us directly by donors and friends who support Brummana High School (BHS) or Ramallah Friends School (RFS). This is to keep track of donations; claim Gift Aid; thank donors; share news and developments that may be of interest, and for QUIET's own due diligence.

This information will only be shared with those who need to know for those purposes.

The lawful bases for processing this information are that consent has been given, and/or that there is a legitimate interest.

To withdraw consent and opt-out at any time, please email the QUIET secretary: secretary@quietcharity.co.uk

How QUIET stores personal information

If you have donated to BHS or RFS, the necessary data is securely stored by the QUIET secretary. If you have subscribed to the Friends of Brummana High School (FBHS), your name and email address is securely stored by the convener of FBHS.

We delete your name and contact details 3 years after you provide it unless you indicate continued interest. Any records we need to keep after that period are anonymised.

Your data protection rights.

Under data protection law, you have right to:

- ask us for copies of your personal information.
- ask us to rectify personal information you think is inaccurate, and to complete information you think is incomplete.
- ask us to erase your personal information in certain circumstances.
- ask us to restrict the processing of your personal information in certain circumstances.
- object to the processing of your personal information in certain circumstances.
- ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at secretary@quietcharity.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretary@quietcharity.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Originated: Sarah Barrett. 04/2024
06/2025

Approved:

Review:

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>