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## 1. Introduction

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This privacy policy sets out how Talitha uses and protects any information that you supply to Talitha via email or via web sites we might create and run (e.g. to support a gathering event).

Talitha is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Talitha may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from Jan 2021.

## 2. What we collect

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Talitha does not market its 'services' and therefore does not maintain a central marketing database of potential contacts.

Members of Talitha (staff and volunteers on local core teams) may collect and maintain personal contact information about you in order to undertake the networking, funding and learning work that Talitha comprises.

We collect information from you if:

1. You become the recipient of funding via a decision reached by a member of the Talitha team locally or nationally.
2. You become employed by Talitha.

In both cases we will ask for and receive bank account information (bank name, account name, account number and sort code) and will record payments made to you. For yearly project funding we dispose of bank details once the initial payment is set up and will always ask for re-confirmation of banking details if further payments are required.

We will record your name and contact details (a minimum would be either an email address or a phone number).

For Talitha employed staff we will also record your address to enable printed documents to be sent to you.

When running learning or networking events we may gather contact details (name, email address, phone, locality) using email or online forms. All collected data only be used for Talitha events and will never be shared with third parties.

## 3. What we do with the information we gather

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We require this information to provide a funding service as requested by core teams and national team members and at times to enable communication about events, connections etc. In particular for the following reasons:

- a. For our internal record keeping.
- b. To help deliver and improve all the things that Talitha engages in.
- c. To communicate through promotional emails about new learning and gathering events, special opportunities or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information for internal research purposes, to assess the types and geographical spread of projects supported. We may contact you by email, phone, fax or mail. We may use the information in the future to help customise your experiences of any websites based on your interests.

## 4. Security

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We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## 5. How we use cookies

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A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 6. Links to other websites

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Talitha websites may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, Talitha cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## 7. Controlling your personal information

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You may choose to restrict the collection or use of your personal information in the following ways:

- a. whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information being supplied to be used for any future Talitha events or communications. Please note it will never be shared with third parties.

- b. if you have previously agreed to us using your personal information for direct contact purposes, you may change your mind at any time by writing to or emailing us at [hello@talitha.org.uk](mailto:hello@talitha.org.uk).

To confirm we will not sell, distribute or lease your personal information to third parties under any circumstances.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to [hello@talitha.org.uk](mailto:hello@talitha.org.uk).

If you believe that any information Talitha may be holding on you is incorrect or incomplete, please write to the above address or email us at [hello@talitha.org.uk](mailto:hello@talitha.org.uk) as soon as possible. We will promptly correct any information found to be incorrect.