Privacy Policy

Background/Summary

Red Trouser Day is a CIO registered with the Charity Commission, Registered Charity No. 1171208 (We).

("We") are committed to protecting and respecting your privacy subject to the limitations inherent in providing a fundraising site.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you or others, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

If you are a parent or guardian reading this information with, or on behalf of a minor who wishes to be a user of the site your consent to this policy includes consent on behalf of that minor.

For the purpose of the Data Protection Act 2018 (the Act), the data controller is Red Trouser Day. We operate this website for the use and benefit of persons connected with our fund raising campaign by collecting donations, advertising events and selling goods.

1. Information We May Collect From You

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site www.redtrouserday.com (our site). This includes information provided at the time of registering to use our site, subscribing to our newsletter, events, posting material (including video or still pictures) or requesting further services.
- Information that you provide when making on-line purchases from our site.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of transactions with us that you carry out through our site and of the fulfilment of your orders.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.
- Information about you (including video or still pictures) posted by you or other members of the Community

2. IP Addresses And Cookies

We may collect information about your computer, including your IP address, operating system and browser type, for system administration.
For the same reason, we may obtain information about your general internet usage by using a

cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

We will only use cookies of the nature described. Please note that our advertisers, business users and other users may also use cookies, over which we have no control.

3. Where We Store Your Personal Data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Save as mentioned above all information you provide to us is stored on our secure servers. Any payment transactions will be dealt with by a secure external payment processor so we have no access to your payment data.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

4. Uses Made Of The Information

We use information held about you in the following ways:

- To make it visible to other members of the website as requested by you (e.g. when you post information to a public area).
- To transmit to traders trading on our site information relevant to a purchase that you wish to make.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.

- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

5. Disclosure Of Your Information

We may disclose your personal information to any member of our charity. We may disclose your personal information to third parties:

- If necessary to assist in policing good behaviour on the site.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of Red Trouser Day, other users of the site, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

6. Your Rights

You have the right to ask us **not** to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by unchecking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at info@redtrouserday.com.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

7. Access To Information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee to meet our costs in providing you with details of the information we hold about you

8. Changes to Our Privacy Policy

This policy will be reviewed annually or sooner if legal requirements change. All policy updates will be approved by the Board of Trustees and shared with those affected.

9. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@redtrouserday.com

RTD Policy Framework

Policy Area	Lead Policy	Linked Policies
Risk	Risk Management	SIR, AML, Anti Bribery, Safeguarding
People	Safeguarding	SIR, Complaints
Finance	Anti Money Laundering	Tainted Donations, Anti Bribery
Conduct	Conflict of Interest	Complaints, SIR , Data Protection, ***Privacy***
Information	***Privacy***	Acceptable IT Use, Complaints, Social Media, Data Protection

SIR – Serious incident Reporting AML – Anti Money Laundering