

## Privacy Policy

This privacy policy sets out how **Dan's Fund for Burns (DFFB)** uses and protects any information that you give DFFB when you use this website, our social media pages on Facebook (<https://www.facebook.com/DansFundForBurns/>) or Twitter (@DansFund4Burns) or communicate with us in the course of normal activity.

DFFB is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, or communicating with us by phone, email or in person, then you can be assured that it will only be used in accordance with this Privacy Statement.

DFFB 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 May 2018.

### What we collect

We may collect and process the following information about you:

- Information you provide by filling in forms on our website. This includes personal information you provide when submitting your contact details including email address or requesting further information.
- If you contact us, we may keep a record of that correspondence for a period of time along with information you provided relevant to your enquiry or request.

If you contact us in order to seek support from DFFB, we may collect the following additional information, defined in law as "sensitive data":

– medical information relating to the condition for which you are seeking support

We will only collect any such "sensitive data" with your explicit consent.

### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Contact you in response to any general or specific enquiries made by you.
- We may use the information to improve our services.
- We may periodically send information about services, products or events which we think may be of interest using the email address you have provided.
- We will not share or sell your information to third party organisations.
- We may allow our staff, consultants or other external providers acting on our behalf to access and use your information for the purposes for which you have provided it to us such as fulfilling information requests.
- We will only disclose your personal information without consent if we are legally required to do so by law or court order or in appropriate circumstances, with law enforcement agencies when we believe it is necessary to protect our rights, property or safety and that of our staff, volunteers and supporters.
- We may use the information to customise the website according to your interests.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect online. Unfortunately, the transmission of information via the internet is never 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.

### Links to other websites

Our website contains links to enable you to visit other websites of interest easily. 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, we 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.