

# FJMHS Website privacy policy

This website is operated by Friends of John Masefield High School. We take your privacy very seriously therefore we urge to read this policy very carefully because it contains important information about us and:

- the personal information we collect about you, our users
- what we do with your information, and
- who your information may be shared with

## Who we are

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Friends of John Masefield High School ('we' or 'us') are a 'data controller' for the purposes of the Data Protection Act 1998, (ie we are responsible for, and control the processing of, your personal information).

## Information we collect

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We collect the following personal information that you provide to us:

- Your name, email address, telephone number

Some examples of when we collect this information include:

- When making a purchase

## How we use the information we collect

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We collect information about our users for the following purposes:

- to process your order for uniform

## Who your information may be shared with

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We may share your information with:

- Law enforcement agencies in connection with any investigation to help prevent unlawful activity
- PayPal to process our payment

## Marketing

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We would like to send you information about products, services, offers, competitions and our work which may be of interest to you. Such information would be sent by email if you sign up with our newsletter service.

You can opt out of our newsletter using the unsubscribe link in each newsletter. If you have any queries about how to opt out, or if you are receiving messages you do not want you can contact us using the details provided below.

## Keeping your information secure

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We will use technological and organisation measures to keep your information secure. These measures may include the following examples:

Payments are handled by PayPal and secured by them. Personal details are secured by strong passwords.

However, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

## What rights do you have?

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### Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or it, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you want a copy of, including any account or reference numbers, if you have them

### Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

- contact us using the contact details below
- let us have enough information to identify you (eg account number, user name, registration details), and
- let us know the information that is incorrect and what it should be replaced with

### Right to ask us to stop contacting you with direct marketing

You can ask us to stop contacting you for direct marketing purposes. If you would like to do this, please:

- email, call or write to us (using the contact details below)

- unless emailing, let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and

From time to time we may also have other methods to unsubscribe from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

## Contacting us

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If you have any questions about this policy or the information we hold about you, please contact us by:

e-mail: [info@fjmhs.org.uk](mailto:info@fjmhs.org.uk)

post:

Friends of JMHS  
John Masfield High School  
Mabel's Furlong  
Ledbury  
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