**Privacy Policy**

**Who are we?**

Hair & Beauty Charity is a dedicated charity for the Hairdressing and Beauty Industry (registered charity number 1166298).

We support hairdressers, barbers and beauty professionals and their children who have been affected by illness, disability, bereavement or financial hardship.

**Collection of Personal Data**

We take your privacy seriously and promise to respect any personal data you share with us, or data we have received from other organisations and keep it safe.

Your personal data will only ever be used by us, Hair & Beauty Charity. We will not share, swap or sell your personal data with other companies for marketing purposes.

Ways in which data is collected:

* You have provided your data to us

This could be when you have applied to be a beneficiary, shared your case study, made a donation, purchased goods from our online shop, signed up to one of our events or e-newsletter, or contacted us via social media.

* Your data has been given to us

This could be when we receive a beneficiary application from a third party or organisation, you have donated via Just Giving and have opted to share your details with us, or you are a contact of a committee member and we have been asked to contact you.

**How we collect information from you**

We obtain information about you when you make a donation, pledge gift aid, register to fundraise, volunteer and use our website, for instance, when you sign up to our e-newsletter, purchase goods from our online shop or contact us about our products and services.

**How we might use your information**

It depends how it has been received by us. In most cases it will fall into one of the following categories:

* Adult and Child Beneficiaries

This information is managed separately from other data provided to the charity. The Beneficiaries Executive will collect sensitive information from beneficiaries to enable her to present each of the cases for a decision to the management committee. Beneficiaries’ names, addresses and dates of birth are excluded from the case presentations. The full files are password protected on our system and only seen by Beneficiaries Executive and when necessary The Head of Charity. Your data may be used to detect fraud.

* Supporters

Your data will be used to provide you with our e-newsletter, goods, relevant services or information, and to process purchases, donations and gift aid. A record will be kept of our relationship and your data preferences.

* Case Studies and Quotes

To help promote our work you may agree for us to use your name against a quote or share your experiences for use on our website, e-newsletter, social media, promotional materials or campaigns. We will only do so if you give us your consent, or if under 18 consent from the parent or guardian.

**Keeping Personal Data**

We will only keep your personal information for as long as required for legal, tax and accounting purposes. When it is no longer required we will dispose of in a secure way, see data retention policy

**Service Providers**

We use service providers such as a marketing and direct mail companies, to help us provide you with our services. We ensure there are appropriate systems in place to protect your personal data.

When you use our online shop and donation pages, your donation is processed by a third party payment processors, for example Paypal, Sum Up, Virgin Money Giving and Just Giving who specialise in the secure online capture and processing of credit/debit card transactions.

Some of our service providers maybe based outside the European Economic Area (EEA), we will endeavour to ensure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

**How we use Cookies**

Cookies are very small text files that are stored on your computer when you visit some websites. We use cookies to help identify your computer so we can tailor your user experience, track shopping basket

content and remember where you are in the order process. Cookies collect statistical data about your browsing actions and patterns but does not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. Turning cookies of may result in a loss of functionality when using our website.

**Links to other websites**

Our website contain links to other websites run by other companies. This privacy policy applies only to our website. We are not responsible for the privacy policies and practices of our third party sites and other sites even if they are accessed using links from our website.

**Marketing Communications**

If you have given consent for us to contact you with our news, marketing and fundraising activity we will use your preferred communication preference.

If you wish to unsubscribe from our e-newsletter you can click the unsubscribe button on the email or contact us directly.

If you would like to contact us, change how we communicate with you, update your contact details, or you would like to opt out from receiving correspondence from us, please contact the Head of Charity:

**Email** [info@hairandbeautycharity.org](mailto:info@hairandbeautycharity.org)

**Telephone** 01234 831888

**Post** Hair & Beauty Charity

1 Abbey Court

Fraser Road

Priory Business Park

BEDFORD

MK44 3WH

Approved by Hair & Beauty Charity Trustees.

**Policy adopted in March 2021, next date for review March 2023.**