

Privacy Policy

City Pay it Forward is committed to protecting your privacy and ensuring that your personal information is handled in accordance with applicable data protection laws, including the UK GDPR and the Data Protection Act 2018. This Privacy Policy explains how we collect, use, store and protect your information when you use our website.

1. Information We Collect

We may collect and process the following information about you:

- Personal details you provide when registering, subscribing or contacting us (such as name, email, phone number).
- Information about your use of our website (such as IP address, browser type, pages visited).
- Information collected through cookies and similar technologies (see our Cookies Policy).
- Financial and payment-related information provided by schools for the purposes of administering grants (including bank account details, account name, sort code, unique reference number and related verification information).

2. How We Use Your Information

We use your personal data for the following purposes:

- To provide access to our services and materials.
- To communicate with you, including responding to enquiries.
- To personalise and improve our website.
- To send administrative and acknowledgement communication to donors and sponsors, including thank you messages and campaign updates.
- To verify eligibility for grants and administer grant payments to schools.
- To carry out payment verification, fraud prevention and financial record keeping associated with charitable grants.
- To comply with legal and regulatory obligations.
- To keep records for administrative purposes.

3. Legal Basis for Processing

We process your personal data under the following legal bases:

- Your consent, where you have provided it.
- Performance of a contract with you, including administration and payment of grants to schools.
- Compliance with legal obligations, including charity law, accounting, and anti-fraud requirements.
- Our legitimate interests, such as improving our website and resources, donor acknowledgement, campaign reporting and preventing misuse of funds.

4. Sharing Your Information

We do not sell or trade your personal information. We may share data with trusted third-party service providers who assist us in operating our website and delivering services, subject to strict confidentiality and data protection agreements. We may share limited donor and sponsor information, such as name, organisation and donation amount, with campaign partners for the purpose of

acknowledging support, thanking donors and reporting on a campaign. Campaign partners will act as independent data controllers in respect of any personal data they receive and will process such data in accordance with their own privacy policies. We may also disclose information if required by law or to protect our rights.

5. Data Retention

We retain your personal data only for as long as necessary to fulfil the purposes outlined in this Privacy Policy, unless a longer retention period is required by law. Financial and payment-related records will be retained for as long as required to comply with charity law, accounting standards, and regulatory obligations, after which they will be deleted or anonymised.

6. Data Security

We take appropriate technical and organisational measures to protect your personal information against unauthorised access, alteration, disclosure or destruction. However, no method of transmission over the Internet is completely secure.

7. Your Rights

Under UK data protection law, you have the following rights:

- The right to access the personal data we hold about you.
- The right to request correction of inaccurate or incomplete data.
- The right to request deletion of your data, subject to legal obligations.
- The right to restrict or object to processing of your data.
- The right to data portability.
- The right to withdraw consent at any time, where processing is based on consent.

8. Cookies

Our website uses cookies to enhance your browsing experience, analyse site traffic and personalise content. You can manage your cookie preferences through your browser settings or by visiting our Cookies Policy.

9. Children's Data

Our services are directed primarily at schools and educators. We do not knowingly collect personal data directly from children under the age of 13. If we discover we have inadvertently collected such information, we will delete it promptly.

10. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the updated date. We encourage you to review this policy periodically.

11. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your data, please contact us at: info@citypayitforward.com