

PRIVACY POLICY

The London Children's Book Project is a charity registered with the [Charity Commission](#) for England and Wales. It is charity number 1183092, registered in April 2019. This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website.

What data do we collect?

The London Children's Book Project collects the following data:

- Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide the London Children's Book Project with most of the data we collect. We collect data and process data when you:

- Register to apply for books or to donate books
- Register to volunteer or to become involved in another way
- Register to receive our email newsletter
- Voluntarily complete a customer survey (via our survey tool, distributed via email)
- Use or view our website via your browser's cookies.

How will we use your data?

The London Children's Book Project collects your data so that we can:

- Confirm your eligibility in order to receive books (in terms of the level of economic or other identified need of the community you support)
- Communicate with you about our offer for schools and other settings and deliver books
- Communicate where you can donate books
- Collect books from you
- Share updates with you on the project's progress and opportunities to become more involved

When the London Children's Book Project receives an application from a school or children's centre, it may use the setting's data to identify the level of pupil premium supported by the setting (using the government's [school performance tables](#)).

How do we store your data?

The London Children's Book Project securely stores your data within a password protected online database (google sheet) accessed by two members of the team.

We will keep your personal data ongoing unless we receive an instruction from you to delete your details.

Marketing

The London Children's Book Project would like to send you information about services of ours that we think you might like and to update you about our work.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop the London Children's Book Project from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email liberty@childrensbookproject.co.uk.

What are your data protection rights?

The London Children's Book Project would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access: You have the right to request copies of your personal data.

The right to rectification: You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete any information you believe is incomplete.

The right to erasure: You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing: You have the right to request that we restrict the processing of your personal data, under certain conditions.



The right to object to processing: You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: liberty@childrensbookproject.co.uk.

Or write to us: London Children's Book Project, 4 Grenfell Road, W11 4BN

Privacy policies of other websites

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

We keep our privacy policy under regular review and place any updates on this web page. This privacy policy was last updated on 13th January 2020.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.



Email us at: liberty@childrensbookproject.co.uk

Or write to us at: London Children's Book Project, 4 Grenfell Road, London, W11 4BN

How to contact the appropriate authority



Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner, you may contact the [Information Commissioner's Office](#).

Telephone: 0303 123 1113

Policy document information:	
Adopted: Feb 2020	Last reviewed: Feb 2020
Review Cycle: Every 2 years	
Signature (Chair of Trustees):  Ran Holst	Signature (CEO):  Liberty Venn

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