### **PRIVACY POLICY**

Under The General Data Protection Regulations (GDPR) dated 25th May, 2018, we set out below how Atelier82 ('we') use and protect any information that you give us when you use this website or deal with us. We are 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, then you can be assured that it will only be used in accordance with this privacy policy.

We may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are happy with any changes. This policy is effective from 2.12.2024

### What we collect

We may collect the following information:

- · name and job title
- · contact information including email address and telephone number(s)
- · demographic information such as postcode and type of organisation
- · details of your visits to our website such as traffic data, and the resources that you access.

We will collect information about your computer, including where available your IP address, operating system and browser type and for system administration. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

We also collect information through 'cookies' - see "How we use cookies" below for further details.

## 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.
- To ensure that content from our website is presented in the most effective manner for you and for your computer.
- · To carry out our obligations arising from any contracts entered into between you and us.
- · To improve our products and services.
- · To notify you about changes to our service.
- · To allow you to participate in interactive features of our service, when you choose to do so.
- If you agree, we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided. If you do not agree, we will delete all information about you and your organisation upon receipt of verbal or written requests to do so.
- We may use your personal information to send you promotional information which we think you may find interesting unless you tell us that you do not wish this to happen.

## 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 physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### Where we store your personal data

The data that we collect from you is stored in the UK only. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

#### How we use cookies

Our website uses normal https 'session' cookies, the lifetime of these is that they expire instantly the browser is closed, their purpose is to identify logged on users only.

We may obtain information about your general internet usage by using a cookie file which is stored on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and to deliver a better and more personalised service. Some of the cookies we use are essential for the website to operate. Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the website. Cookies can help analyse web traffic or let us know when you visit our site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

If you register with us or if you continue to use our website, you agree to our use of cookies.

You may block cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon you visit our website.

# Disclosure of your information

We may disclose your personal information to third parties:

- Only if our company or substantially all of its assets are acquired by a third party, in which case
  personal data held by it about its customers and related parties will be one of the transferred
  assets.
- Only if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other contracts; or to protect the rights, property, or safety of our company, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

# **Your rights**

You have the right to ask us not to use your personal data for marketing purposes. We will not disclose your information to any third party, apart from the above reasons.

You may request details of personal information which we hold about you under The General Data Protection Regulations. May 2018.

If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect or incomplete.

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email.

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to hello@fundmaker4schools.com.

## **Disclaimer**

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