

# Privacy Notice for Opening School Facilities fund

Leap c/o Buckinghamshire Council

At Leap we are committed to protecting your privacy when you use our services. We are hosted by Buckinghamshire Council (BC) and our relationship is based on Leap being the Data Controller and BC being the Data Processor.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information. The notice below gives you those details and explains how we keep your information secure, how we use it and why we need it.

This Privacy Notice applies to all personal information held by and used by Leap or on our behalf. This notice applies to organisations applying for Opening School Facilities funding.

If you have any questions regarding this notice or our privacy practices then please contact us:

**by email:** [info@leapwithus.org.uk](mailto:info@leapwithus.org.uk)

**in writing:** Leap, c/o Leap, Coach House, Green Park, Stablebridge Rd, Aston Clinton, HP22 5N

**or by telephone:** 01296 585215

This notice will be reviewed and updated on an annual basis. It may also be updated when we change our services and will always contain details of when it was last updated.

## How we collect your information

We collect information from you when you submit an application to the Opening School Facilities application via an online form. This information enables us to administer the fund and contact you about the application. This information is collected via an online application form developed on Survey monkey, for their privacy notice see- <https://www.surveymonkey.co.uk/mp/legal/privacy/>

## What information do we collect?

The personal information we collect to administer the Opening School Facilities fund includes your name, email and telephone number, we will also need to collect the organisations name and address.

### Leap website

When you use our website ([www.leapwithus.org.uk](http://www.leapwithus.org.uk)) we may also collect digital information about you such as your IP address and your browsing use of our website. This is to gather insight into how you use our website to enable us to make it easier and better for you in future to find what you need, and to report statistical details to our funders.

### Use of IP addresses and cookies

Cookies are small text files that are placed on your computer by websites that you visit. They're widely used in order to make websites work more efficiently, as well as to provide information to the owners of the sites.

We use cookies to check the use of our website and to help us customise the website when you visit it. We don't store or transmit any information that identifies you on these cookies apart from the IP address which is a unique string of numbers that identifies the device which is connected to the internet.

You can change your cookie setting at any time in the security settings in the browser you use to access the internet. Please note, however, that rejecting all cookies may impact your experience of our website.

We use IP addresses only for the purposes of system administration and, like cookies, to check the use of our website. We don't link IP addresses to any other information, which means that while your user session will be logged we won't know who you are.

## **Why we use your information**

We may use your information to:

- Process an application that you have submitted.
- Manage the services we provide to you including funding SLA, monitoring and evaluation requirements.
- Demonstrate the impact of the services we offer.
- Help with the research and planning of new services

## **How long will we hold your information?**

We'll only keep your information while we still need it to provide you with a service or where we are required to keep it. We will keep your details securely for the financial year of the project plus 12 months for monitoring and evaluation processes.

If you would like to find out more information about a specific product or service then please visit the relevant webpage on our website ([www.leapwithus.org.uk](http://www.leapwithus.org.uk)) or contact us by email [atinfo@leapwithus.org.uk](mailto:atinfo@leapwithus.org.uk)

## **How we may share your information**

We will not sell or rent your information to third parties, or share your information with third parties for marketing purposes.

## **How we keep your information safe**

It may sometimes be necessary for your information to be stored in or looked at by other countries or territories around the world. If this happens we will make sure your information is still safe by protecting your rights and checking that the country or territory gives you the same or similar rights as the UK.

All of our information is kept safe using the following:

- Passwords. To make sure that only staff and organisations who are authorised to see your information can do so.
- Training. So staff know how to look after your information.
- Regular monitoring. So we can keep up to date with new technology and threats to your information and make sure our systems stay secure.

## **Your rights and how you can control your information**

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is available here:

[www.leapwithus.org.uk/privacy](http://www.leapwithus.org.uk/privacy)



## If you have any concerns

If you think we've failed to comply with our obligation for handling your personal information or you have a complaint about how we have handled your personal information you can contact us;

**by email:** [info@leapwithus.org.uk](mailto:info@leapwithus.org.uk)

**in writing:** Leap, c/o Leap, Coach House, Green Park, Stablebridge Rd, Aston Clinton, HP22 5N

**or by telephone:** 01296 585215

If you remain dissatisfied with our response, you have a right to lodge a complaint with the Information Commissioner's Office (ICO).

[Report a concern by visiting the ICO website](#)

*Last updated 19<sup>th</sup> April 2021*