

## The Lewis Foundation Website Terms and Conditions



### 23.5.18

- There will be information and links to other sites. These will be companies who sponsor our gift packs or provide support to The Lewis Foundation. We accept no responsibility for the content or any other information displayed on their websites.
- There may be some inaccuracies that occur on this website such as information displayed timescales or suitability of information although we will try to avoid as much as possible.
- The information and content on our website can be changed at any time but updates will be posted on our webpage if content is changed.
- You are liable and responsible for your own action when using our websites and viewing our content. Therefore it is your responsibility to determine if it is appropriate and suitable for your use.
- This website and its content is owned and controlled by The Lewis Foundation. Any reproduction of any material displayed on here is forbidden unless permission is given and a copyright notice is proven. Any trademarks displayed on our site which are not directly owned by The Lewis Foundation are acknowledged on this site.
- Unauthorised use of our website may result in prosecution for damages.
- The Lewis Foundation is responsible for dealing with all information processed on this website in accordance with the data protection act 1988. If any further information is needed regarding this, email: [thelewisfoundation@outlook.com](mailto:thelewisfoundation@outlook.com).
- You use this website at you own risk in connection with the laws of England, Northern Ireland, Scotland and Wales.
- By using this website you automatically give us the right to obtain your personal data. We will only use you data to contact you about The Lewis Foundation such as newsletters, charity updates, events (current and future) and fundraising (current and future). If you do not want any further information sent to you, email: [thelewisfoundation@outlook.com](mailto:thelewisfoundation@outlook.com).
- By using our website you acknowledge and agree with our terms and conditions. If you disagree in any way with our policies or terms and conditions, then please refrain from visiting and using our website.
- Any other information about us can be found on this website or our social media channels:

- Facebook – The Lewis Foundation
  - Instagram – thelewisfoundation
  - Twitter - @uk\_tlf
- The Lewis Foundation are committed to protecting the personal data we hold about any of our website visitors. This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site. The Policy does get updated, so please check on visiting our site if you wish to view it.

#### **Website information collected:**

- In running and maintaining our website we may collect and process the following data about you:
  - (a) Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
  - (b) Information provided voluntarily by you. For example, if you email us a question via our website.
  - (c) Personal Information such as address, contact number, contact details, mailing address and e-mail address.

#### **Our Cookies Policy**

- We use cookies on our website. A cookie is a small file of letters and numbers that is sent and stored on your computer and/or mobile.
- Cookies are safe and secure. They provide information on general website usage and whether someone has visited our website before. Cookies provide information regarding the computer used by a visitor. Such information will not identify you personally. It is statistical data. This statistical data does not identify any of your personal details.
- A cookie normally contains:
  - (a) The name of the server the cookie was sent from
  - (b) The lifetime of the cookie
  - (c) A unique identifier (usually a number).

Cookies can be categorised based on their life span.

They can be:

- (a) Session or temporary cookies: they expire when you close your browser or your session times out.
  - (b) Persistent or permanent cookies: they are stored on your hard disk and survive across multiple sessions over a longer date. Typical length is usually a month.
- You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer. You can control cookies during your browser and device sessions. However, this may impact your online experience, such as not showing certain items on a page.
  - Other sponsors on our website, whose links to their webpage that can be accessed via our website may use cookies. This is something we have no control over. Such cookies (if used) would be downloaded once you click on their website.

## **Use of Your Information**

- We use the information that we collect from you to provide our services to you. In addition to this we may use the information:
  - (a) To provide information to you that you request from us about The Lewis Foundation. This information will only be provided where you have consented to receive such information.
  - (b) To inform you of any changes to our website or the work we do.
  - (c) If you have previously been in contact with our charity and we have an event or gift that may be of interest to you.
- By submitting your information via the use of our website you are consenting to being contacted us in relation to the points specified above. If you don't want us to contact you, then please email: [thelewisfoundation@outlook.com](mailto:thelewisfoundation@outlook.com).
- Your details will be removed from our system and you will not be sent any further information.

## **Storing Your Personal Data**

- We take all reasonable steps to ensure that your data is treated and stored securely. Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

## **Disclosing Your Information**

- We will not disclose your personal information to any other party other than in accordance with our Privacy Policy.

## **Access to Information**

- In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please contact: [thelewisfoundation@outlook.com](mailto:thelewisfoundation@outlook.com), in relation to any requests.

## **Contacting Us**

- Do not hesitate to contact us regarding any matter relating to our Privacy Policy via emailing: [thelewisfoundation@outlook.com](mailto:thelewisfoundation@outlook.com).