



## Privacy Policy 2024

Emily's Star is registered with the charities commission under number 1152520 & registered with the ICO.

Our offices are based at 8 Wimborne Crescent, Westcroft, Milton Keynes, MK4 4DE

You can contact us on 01908 506870 or [contact@emilysstar.co.uk](mailto:contact@emilysstar.co.uk)

### **What Information do we hold?**

- Data on children who are registered with us, either currently or previously.
- Subscribers to our newsletters
- Ticket holders for ticketed events we hold.
- Volunteers
- Employees
- Fundraisers & Supporters

### **How do we use your data and how do we protect it?**

- We only use your data to provide you with the help you need.
- Only people who can be trusted are allowed to see it.
- We keep it very secure in a database which is protected.
- Sometimes you may give us sensitive information which we take extra care with.
- Sometimes information may come from other services who support you.
- Most of the information is stored in the online database but sometimes it is written on paper, we then keep that locked away or it will be shredded once uploaded to the database.

If you don't want us to process your data anymore, please contact us at [contact@emilysstar.co.uk](mailto:contact@emilysstar.co.uk) or send us mail to: Emily's Star, 8 Wimborne Crescent, Westcroft, Milton Keynes, MK4 4DE

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [contact@emilysstar.co.uk](mailto:contact@emilysstar.co.uk) or send us mail to: Emily's Star, 8 Wimborne Crescent, Westcroft, Milton Keynes, MK4 4DE

If you are unhappy about how we use your personal data, you have the right to tell the Information Commissioner's Office <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>