

THE BOOTROOM — PRIVACY POLICY

(Registered Charity No. 1209806)

Effective From: 17th November 2025

1. Who We Are

The Bootroom (Registered Charity No. 1209806) is committed to protecting the privacy of all individuals who interact with our charity. We act as the data controller and determine how and why your information is used.

2. What Information We Collect

We only collect information necessary to provide our service.

For children (0–17): first name or initials, age or school year, shoe/clothing size, school/club (optional), and general need.

For parents/carers or adults collecting on behalf of children: name, contact details, and relationship to child.

For schools, clubs, and organisations: staff name, role, contact details, and item requests.

For volunteers and donors: name, contact details, and information required for administration or safeguarding.

3. How We Use Your Information

We use your information to provide free boots and equipment, track distribution, manage stock, communicate regarding collections, improve our service, and protect against misuse. We do not sell or trade your data.

4. Legal Basis for Processing

We process data under:

- Legitimate interests (to deliver our charitable services)
- Consent (e.g., photos or testimonials)
- Legal obligation (safeguarding or regulatory requirements)

5. How We Store and Protect Information

Information is stored securely on password-protected devices or secure systems. Paper records (if used) are kept in locked storage. Data is kept only as long as necessary—usually up to 12 months, or up to 3 years for safeguarding.

6. Sharing Your Information

We only share information when necessary, including safeguarding concerns, preventing fraud, coordinating with schools/clubs, and complying with legal duties. We never sell personal data.

7. Safeguarding

Information may be shared with schools, safeguarding teams, police, or relevant authorities if required to protect a child or meet legal obligations.

8. Your Rights (UK GDPR)

You may request:

- Access to your data
- Correction of inaccuracies
- Deletion ("right to be forgotten")
- Restriction or objection to processing
- Withdrawal of consent (for items such as photos)

Requests can be made via thebootroomswansea@gmail.com.

9. Children's Data

We take special care with children's data. We never publish names or photos of children without explicit written consent from a parent or carer.

10. Updates to This Policy

We may update this policy periodically. The latest version will always replace previous versions.

11. Contact Us

Email: thebootroomswansea@gmail.com

Phone: 07361801547

Address: Unit 1, Meadow View Sports Complex, Meadow Street, Townhill, Swansea, SA1 6RZ

