

CHILDREN'S PRIVACY POLICY

HELLO, OUR NAME IS BOOKMARK

Nice to meet you – we're Bookmark.

We are a reading charity and we organise reading classes for you at school. We would like to tell you more about us and how we use your information.

If you need help understanding this policy, a trusted grown up can help you read this.

WE USE YOUR INFORMATION

Your information is sometimes called personal data, such as your name. We use information about you so that we can organise reading classes for you.

We also sometimes use information about the books you have read and your learning.

YOUR NAME	YOUR SCHOOL	WHERE YOU LIVE
YOUR AGE	YOUR DATE OF BIRTH	YOUR LEARNING

WHY WE USE YOUR INFORMATION

We use your information so that we can organise our reading classes for you. For example, letting our volunteers know that you would like to read with them.

We also use your information to understand how our reading classes help you, or if they are making you a better reader.

WHY WE'RE ALLOWED TO USE YOUR INFORMATION

If you are aged 16 or younger, your trusted adult (usually your mum or dad) gives their permission for us to use your information.

We also use your information where you tell us that you are happy for us to use it, or where we are allowed to do so because of the law.

WHERE WE GET YOUR INFORMATION FROM

- **Your school** or **your trusted adult** (usually your mum or dad) provide your information to us.
- **You** such as when you speak to us.
- **Your computer, phone, or your tablet** (when you agree to this)

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WHO WE GIVE YOUR INFORMATION TO

- **Your school or your trusted adult** (usually your mum or dad).
- **Other people** who we need to help provide our reading classes to you.

WHY DOES THIS MATTER?

Keeping your information safe is important and there are laws which protect your information and your privacy.

The law also gives you a number of rights over your information. This means that you can ask that we:

- give you a **copy** of your information.
- **fix or correct** your information if it is wrong.
- **delete or remove** your information.
- **stop using** your information when we have no good reason for using it.
- **send** your information to someone else.
- **limit using** your information

If we are unable to do what you have asked, we will explain this to you. For example, where the law prevents us from doing what you have asked for.

If you're not happy with how we have used your data, you can talk to us about it. You can email us at servicedesk@bookmarkreading.org and we will do our best to fix this for you. Or you can ask your parent or guardian to speak with us.

Or you can contact the UK's data regulator, the ICO, to complain (www.ico.org.uk).

CAN I FIND OUT MORE?

If you need to speak with us, you can email us at servicedesk@bookmarkreading.org.

THIS IS A BIT BASIC FOR ME, CAN YOU GIVE ME SOME MORE DETAIL?

Further detail can be found in our General Privacy Notice. [Bookmark Reading Charity | Website Privacy Policy](#)