

Data Protection and Privacy Policy

Southampton City Mission (CIO) (“SCM”) is an independent Christian mission working to serve the church and the city of Southampton through various projects. When you request information from SCM, sign up to receive information from us, donate items or money to us, visit our website or use our services, SCM obtains information about you and is the “data controller” for that information. This Policy explains what we do with your information and how we look after it.

1. Data Protection Principles

As a data controller registered with the Information Commissioner’s Office (ICO), SCM respects the rights and protections offered to individuals by the General Data Protection Regulation (GDPR-UK) and takes seriously its responsibility to comply and demonstrate that compliance.

We endeavour to ensure that all information is processed in line with data protection principles:

- it is processed fairly and lawfully;
- it is collected for a specified, legitimate purpose and shall not be used for any purpose that is incompatible with that for which it was given;
- it is limited to relevant information and not excessive for its purpose;
- it is accurate and kept up to date;
- it is retained only for as long as is necessary for the purposes; and
- it is processed in a manner that ensures appropriate security of the personal data.

We are committed to protecting your personal information from unauthorised or unlawful processing and against accidental loss, destruction, or damage. We use appropriate technical and organisational measures in the storage and processing of personal information including:

- developing sound policies and procedures and keeping these under review;
- ensuring responsibility for data protection is understood and owned at the highest level of governance (the Board of Trustees);
- limiting access to personal information within the organisation to those who need to know;
- secure physical storage and destruction;
- the use of passwords and user accounts to access computers and electronic files;
- training staff and volunteers in data protection principles and practice;
- conducting risk assessments relating to our use of personal information.

2. Purpose and processing

The information we collect about you, how we process it and the purpose of the processing depends on your interaction or relationship with us. Please see the relevant sections below which tell you what information we collect, what we do with it and why we need it.

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Whenever we collect information from you, we will make it clear which information is required and the purpose for which we need it. We collect only the information necessary for our purposes. You do not have to provide us with any additional information unless you choose to.

We will only use the information you give us for the purpose for which it was given. If we want to use it for another purpose, we will let you know so that you can decide if you're happy for us to use it in that way.

We make every effort to keep the personal information we hold about you accurate and up to date. Please help us to do this by letting us know if any of your details change.

3. Sharing information

We may share your information with third-party service providers who help us perform our normal organisational functions (as below). We only share the information they need in order to provide that service to us. Below are the service providers we currently use:

Data processing & storage – Google Cloud Platform; Google Workspace; Dropbox.

We use these companies to store and process personal information which is in electronic format. In particular the SCM Basics Bank Online Referral System is hosted by Google Cloud Platform.

Electronic communications – Mailchimp, Google Workspace.

We use the services of these companies to communicate with you by email.

Email campaigns published by Mailchimp contain industry standard tracking technologies such as cookies, unique identifiers and web beacons which allow us to analyse statistics such as the opening and forwarding of emails, the clicking of links within email content, times, dates and frequency of activity. We use this information to monitor and refine our email campaigns.

Website hosting & operation

The main charity website www.southamptoncitymission.co.uk is hosted by 1&1 IONOS.

The SCM Basics Bank Online Referral System is hosted by Google Cloud Platform.

Our websites may use analysis tools which provide aggregate statistics about the number of website users, traffic patterns and related site information. This information does not identify individuals to us.

Accounting and taxation – we share certain employee and donor information with HMRC in order to comply with our taxation and reporting duties. We use the services of an Independent Examiner to verify our annual accounts and it is necessary for them to look at the detail of financial transactions during the course of their examination. We may share anonymised data with funders for monitoring purposes.

We may in the future use a mailing house or printing company to assist with distribution of our postal mail; engage professional fundraising services and/or use donor management software to ensure we use our resources more efficiently and effectively to fundraise.

Where we use third party service providers, we check they have appropriate technical and organisational measures in place to protect your data and have an agreement in place for provision of their services. If we change service-providers for any of the above functions in the future, we will make sure they take sufficient care of your information.

3.1 Sharing information outside of the United Kingdom

Some of our third-party providers store and transmit data on servers that are located outside of the United Kingdom, where privacy laws differ from those which apply in the UK. We check that these providers offer adequate protection over the data shared with them and have an agreement in place which governs the purposes for which that information can be

used. When you submit data to us, you agree to this transfer, processing, and storage at locations outside of the UK.

Except for the service providers noted above and other third parties noted elsewhere in this policy, we will not share your personal information with anyone else without your consent unless required to do so by law.

4. Your rights

You have the right to request a copy of the personal information we hold about you (a Subject Access Request). Please make your request verbally or in writing to the Administrator at our Head Office address, or by email to data@southamptoncitymission.co.uk.

We aim to make an initial response to your request within 5 working days. We will ask for proof of identity in order to respond to your request. A copy of the personal information we hold about you will be provided within one month, which is the legal timeframe. There is no charge for requesting this information in the first instance.

If you believe the personal information we hold about you is inaccurate you can ask to have it put right, either verbally or in writing.

In certain circumstances you have the right to object to the processing of your information, the right of erasure and the right to restrict processing. If you exercise any of these rights, we will need to consider the circumstances of your request and whether the processing is still necessary for the purpose for which you provided the information originally, before making a decision.

Where you have provided consent for the processing you can withdraw your consent at any time.

You also have other rights, including rights relating to data portability, automatic decision making and profiling.

For further information about your information rights, see the Information Commissioner's website <https://ico.org.uk>. If you believe we have not complied with your data protection rights, you can complain to the Information Commissioner.

Feedback, Comments & Suggestions

If you have any queries about our Privacy Policy, please do not hesitate to contact us: our address is SCM, Unit 5 Second Avenue Business Park, Southampton, SO15 0LP

Tel: 023 8055 0435

Email: data@southamptoncitymission.co.uk

Updates to this policy will be posted on our website.

Ratified by the Trustees at a meeting on 18th July 2022

Signed (Chairman/Secretary).....

Policy due for review: July 2025

What information do we collect from you and why?

When you ask for information, donate items, money or your time to us we collect and process personal information through your interaction with us such as your name, contact details, and in the case of financial donors, dates and amounts of donations made. Southampton City Mission is the data controller of this information.

We need to process some of this information to comply with our accounting and tax duties. It is also in our legitimate interests as a charity to process information relating to supporters and to keep you informed about our work, as without your support, we would not be able to provide our services. We hope to cultivate a supportive, long-term relationship with donors so that the charity's work is sustainable.

What do we do with your information?

We use the information you provide to send thank you letters/emails, to keep you informed about our work and in the case of financial donations to meet our regulatory duties. We offer the opportunity for you to sign up to receive regular updates about our work by email or post.

We ask you to give your consent if you wish to be on our mailing lists for regular updates about our work, or on our prayer mail. You may provide your contact details to us via paper or online sign-up forms, by email, or verbally. Unless you withdraw consent, we will keep your personal information for as long as you have an active relationship with us and will periodically draw attention, within our communications, to your right to opt out of our mailings.

You can unsubscribe from email communications at any time by clicking the "unsubscribe" link in the footer of each email campaign. You can also contact the SCM office by telephone 023 8055 0435, email data@southamptoncitymission.co.uk or by post SCM, Unit 5 Second Avenue Business Park, Southampton, SO15 0LP at any time to withdraw your consent and we will remove your details from our mailing lists. We will keep some basic information about you to avoid sending unwanted communications in the future and duplicating information.

We keep information relating to financial donations for 6 years following the end of the financial year in which the donation was made. If you fill out a gift aid declaration, we keep this and details of the donations you have made for 6 years following the end of the financial year in which the latest donation was made. We submit gift aid claims to HMRC which contain your name, address, and details of gift aided donations.

If you complete a standing order mandate for your bank and return it to us, we send this to your bank and keep a copy with the bank sort code and account number blanked out.

If you make regular financial donations by standing order, we keep your contact details on our electronic donor database on Google Workspace for donor administration which is a legitimate interest. We do not keep your bank details on this database. We keep your details on our database for 6 years following the end of the financial year in which you last donated.

If you donate to us via an online platform, for example Stewardship or CAF, we download periodic reports which contain the name, contact details and donation details you provided to them. This is so that we can meet our legal obligation to maintain proper accounting records. We may keep a hard or electronic copy of these reports for 6 years following the end of the financial year in which the latest donation was made.

Who do we share your information with?

We store and process electronic files in Dropbox, including our postal mailing list. We use Mailchimp and Google Workspace to contact you and to manage and distribute our email campaigns and share your name and email address with them for this purpose. Please see the "Sharing" section of our Data Protection and Privacy Policy for the activities these companies undertake on our behalf.

The servers of these third-parties are located outside of the United Kingdom.

Except for the service providers noted above, we will not share your personal information with anyone else without your consent, unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested from our Head Office or viewed on our website.

Southampton City Mission (CIO), Unit 5 Second Avenue Business Park, Southampton, SO15 0LP
Registered charity 1162099

Tel: 023 8055 0435 data@southamptoncitymission.co.uk www.southamptoncitymission.co.uk

What information do we collect from you?

Southampton City Mission is the data controller for the Basics Bank project and collects and processes your name, contact details at work and organisation name. You normally provide your personal information to us via our online registration form (hosted by Google), though you may provide it to us via email or verbally.

Why do we collect this information?

We use this information to verify that you belong to a registered referral agency, to notify you by email about important new features and changes to our online or other services, to answer questions you may have, or to contact you about a service user you have referred. This enables us to provide emergency food and clothing services in Southampton on a referral basis and as such it is a legitimate interest.

What do we do with your information?

The information is stored and processed securely in our online database and kept for two years from the date you last referred someone to the SCM Basics Bank service. The information you provide via the online registration form is also stored in a spreadsheet and used for administration purposes.

We will add your name, work email address and organisation name to our Referral Agent mailing list (via Mailchimp) so that we can notify you about important service updates and changes. You can unsubscribe from email campaigns sent via Mailchimp at any time by clicking the “unsubscribe” link in the footer of each email campaign. However, if you do unsubscribe, you will not receive important updates about the Basics Bank service.

Who do we share your information with?

Our database is hosted on Google Cloud Platform, who process data on our behalf. Its websites use the followings cookies:

Cookie	Owner	Purpose
user:	SCM	stores the access level (Referral Agent, Admin, etc.) of the user logging in, but no other details are stored. The Cookie expires when the browsing session ends.
authtoken:	SCM	a token used by the back-end server to authenticate that requests coming from the browser are from a real user. The token is generated by the server when the user first logs in. It expires after 20 minutes of inactivity or when the user logs out. This prevents unauthorised users from trying to access data on the server.
_cfduid	Cloudflare	used to identify individual clients behind a shared IP address and apply security settings on a per-client basis. The cookie allows Cloudflare to identify clients. It does not correspond to any user ID in our web application and does not store any personally identifiable information.

We use Mailchimp and Google Workspace to contact you by email and Dropbox and Google Workspace to store and process information for administration purposes. Please see the “Sharing” section of our Data Protection and Privacy Policy for the activities these companies undertake on our behalf.

The servers of these third-parties are located outside of the United Kingdom.

Except for the service providers noted above, we will not share your personal information with anyone else without your permission, unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your

personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested at the Basics Bank venues, from our Head Office, or viewed on our website.

Southampton City Mission (CIO), Unit 5 Second Avenue Business Park, Southampton, SO15 0LP

Registered charity 1162099

Tel: 023 8055 0435 data@southamptoncitymission.co.uk www.southamptoncitymission.co.uk

What information do we collect from you?

Southampton City Mission is the data controller for the Basics Bank project and collects and processes your name, date of birth, address, previous addresses and name of partner.

Why do we collect this information?

We collect this information to check that you and/or your partner are eligible to receive help from SCM Basics Bank within our frequent use policy, so that the service can be run fairly for the benefit of everyone who needs to use it. As such this is a legitimate interest.

We also ask for your employment status and the reason why you need to use our services, which is used to report in aggregate the reasons why people need to use emergency food and clothing provision. It also helps our staff and volunteers signpost you to relevant, specialist help, where appropriate.

What do we do with your information?

The information is stored and processed securely in our online database and kept for two years from your last use of the service.

Who do we share your information with?

Our database is hosted by Google Cloud Platform, who process data on our behalf. Their servers are located outside of the United Kingdom.

On rare occasions, we may need to contact your referral agent about your use of the service.

We may share post code and aggregate data about food bank use with local or national government departments, or research bodies. This is to assist with understanding areas of greatest need, the reasons for food bank use and to direct resources where help is most needed. We don't share any other personal information with them. Anonymised data may be shared with funders for monitoring purposes.

We will not share your personal information with anyone else without your consent, unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing at Basics Bank venues (who will refer it to the Administrator), or directly to the Administrator at our Head Office address. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

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What information do we collect from you?

Southampton City Mission is the data controller for SCM Schools Work. We ask schools who use our services to provide the name of a member of staff and their work contact details. You normally provide this information to us on our Online Booking Form (hosted by Google), in person or via email. We don't collect personal information about pupils.

Why do we collect this information?

We collect this information so we can liaise with you by phone and email to plan and communicate about our services which you have asked to use and for administration, which are legitimate interests.

What do we do with your information?

The information is stored electronically on Google Workspace along with the school name, address and telephone number. We keep manual files with information about the services we've provided to schools including administration and evaluation documents which may contain personal information. These are kept in locked filing cabinets.

We keep this information for as long as we have an active relationship with the school, and for 2 years following the end of the last academic year that we visit the school.

Who do we share your information with?

We use Google Workspace and Dropbox to store and process your personal information. Their servers are located outside of the United Kingdom.

Except for the service providers noted above, we will not share your personal information with anyone else without your consent, unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested from our Head Office or viewed on our website.

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What information do we collect from you?

Southampton City Mission is the data controller for the Marketplace project and collects and processes your name, date of birth, address, phone number, the number of people in the family unit, questions on health, and email address.

Why do we collect this information?

We collect this information in order to run the membership scheme that is essential to the Marketplace operating and to check that you are eligible for the postcode areas in which the Marketplace serve and so that the service can be run fairly for the benefit of everyone who needs to use it. As such this is a legitimate interest.

We may also ask why you need to use our services, which is used to report in aggregate the reasons why people need to use the Marketplace. It also helps our staff and volunteers signpost you to relevant, specialist help, where appropriate.

What do we do with your information?

The information is stored and processed securely in our online database and kept for two years from your last use of the service.

Who do we share your information with?

Our database is hosted by Google Workspace. Their servers are located outside of the United Kingdom.

We may share post code and aggregate data about Marketplace use with local or national government departments, or research bodies. This is to assist with understanding areas of greatest need, the reasons for Marketplace use and to direct resources where help is most needed. We don't share any other personal information with them. Anonymised data may be shared with funders for monitoring purposes.

We will not share your personal information with anyone else without your consent, unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing at Marketplace venues (who will refer it to the Administrator), or directly to the Administrator at our Head Office address. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested at the Marketplace venues, from our Head Office, or viewed on our website.

Southampton City Mission (CIO), Unit 5 Second Avenue Business Park, Southampton, SO15 0LP

Registered charity 1162099

Tel: 023 8055 0435 data@southamptoncitymission.co.uk www.southamptoncitymission.co.uk

What information do we collect from you?

When you enrol as a volunteer with us we ask you to provide your name, contact details, date of birth, details of any medical conditions or medication which may affect you whilst volunteering, an emergency contact, a declaration of unspent criminal convictions and contact details for a referee.

You normally provide this information to us on an enrolment form, although you may provide some of it verbally or by email. We ask for your consent to process your personal information. Please let us know if any of your details change whilst you are volunteering with us.

Why do we collect this information?

Volunteers are essential to the way SCM does things: we can't provide our services for the benefit of people in Southampton without you. We use your personal information to contact you regarding volunteering, to check your suitability for volunteering roles, to help us provide our services and to act towards you with a duty of care.

During your volunteering you may provide us with further information about yourself which we may keep a record of if necessary for the purposes noted above.

Personal information relating to health is regarded as "special category" data under the General Data Protection Regulation, and we will treat it with extra care. We only need to know about conditions or medication which might affect you whilst volunteering with us or the sort of work you would be able to do. An example would be if you have an allergy for which you carry an Epi-pen.

What do we do with your information?

We will let your venue Supervisor or Team Leader know your contact details, emergency contact details and any relevant medical information you provide.

If you disclose details of criminal convictions, we will share these only with those within the organisation who need to know. We may also need to share the information with the Winchester Diocese Safeguarding Officer.

We store your enrolment form and references received on a personal file in a locked filing cabinet. The details you provide are also kept on our electronic volunteer database, along with your volunteering venue.

When you make a claim for expenses the details are processed and stored in the accounting records which we keep for 6 years after the end of the accounting period.

We keep this information for as long as you volunteer with us and for 2 years after you stop volunteering with us (this is so that we can provide a reference within this period if required).

Who do we share your information with?

We use Google Workspace and Dropbox as third-party service providers to store and process your information electronically. Their servers are located outside of the United Kingdom.

Except for the service providers noted above, we will not share your personal information with anyone else without your consent unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to: stop processing your personal information; delete your information; and/or restrict its processing. Where you have provided consent for the processing you can withdraw your consent at any time.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested at the Basics Bank venues, Marketplace venues, from our Head Office, or viewed on our website.

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Tel: 023 8055 0435 data@southamptoncitymission.co.uk www.southamptoncitymission.co.uk

What information do we collect from you and why?

When you apply for a job with Southampton City Mission (CIO) (the data controller) we collect personal information about you such as name and contact details. We also ask for details about your previous experience, education, referees and other details relevant to the role you apply for. We use this information to progress your application, assess your suitability for the role and/or to administer your employment. You don't have to provide what we ask for but it might affect your application if you don't.

You provide the information to us on an application form which may be hard copy or emailed to us.

Our application form asks for information relating to any disability you may have. We ask for this so that we can make reasonable adjustments during the recruitment process and to find out if there are reasonable adjustments we can make to the job itself, in line with the Equality Act 2010.

Certain roles require a Confidential Declaration Form to be completed, which asks for information about criminal convictions. This is reviewed by a member of the recruitment panel and will be shared with the SCM Safeguarding Officer and/or The Winchester Diocese Safeguarding Officer only where necessary.

We also ask for equal opportunities information although this is not mandatory. It won't affect your application if you choose not to provide it. This information will not be made available to people outside of our recruitment process in a way which can identify you. The information you do provide will be used only to produce and monitor equal opportunities statistics.

What do we do with your information?*Unsuccessful applicants*

We will keep the information you provide in hard copy or electronic form for 6 months following the end of the recruitment process, after which it will be securely destroyed or deleted.

Successful applicants

We are required to confirm the identity of staff, your right to work in the United Kingdom and we will seek assurance as to your trustworthiness and reliability. In order to do this we ask you to provide:

- Proof of identity – you will be asked to provide original documents, we will take copies.
- Proof of qualifications – you will be asked to provide original documents, we will take copies.
- You may be asked to complete a criminal records declaration to declare any unspent convictions.
- If your post requires a Disclosure and Barring Service (DBS) check, we process our applications via Winchester Diocese. We will ask you to complete a DBS application form which we send to the Diocese after checking proof of identity documents, who then submits the application to the DBS. When you receive your DBS check, we will record your name, the reference number and result on our central register which is stored on Google Drive.
- We will contact your referees directly to obtain references, using the details you provide

If we offer you a job we will also ask you for bank details to process salary payments and relevant medical and emergency contact details so we know who to contact in case you have an emergency at work. We process and store payroll, pension, expenses and benefits details and share these with the relevant authorities for taxation, accounting, and workplace pension purposes.

We keep a hard copy personnel file for each member of staff. When you leave our employment, we retain the information we have about you for 6 years.

Who do we share your information with?

We use Google Workspace and Dropbox to store and process your information in electronic form. Their servers are located outside of the United Kingdom. We share your name and bank details with our bankers (Co-operative Bank plc). We also share details with NEST for provision of a workplace pension, if

applicable.

Except for the service providers noted above, we only share your personal information outside of SCM insofar as is needed to administrate your employment in compliance with relevant laws.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

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SCM’s main charity website is www.southamptoncitymission.co.uk. You can use it to find information about the charity and its services and make enquiries or donations.

What information do we collect from you?

When you visit or use our website you may submit personal information to us via the registration or contact forms available. We’ll make it clear what information is required for the service or enquiry you’re making and why we need it.

Every effort has been made to ensure a safe and secure form to email submission process. However, the internet is not a totally secure medium and users submitting personal information via these websites do so at their own risk and acknowledge and agree that SCM shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data, except to the extent we are required to accept such responsibility under current data protection legislation.

Our website uses analysis tools which provide aggregate statistics about the number of website users, traffic patterns and related site information. The information they collect doesn’t identify individuals to us.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. When you use our website, you’ll see a message informing you about our use of cookies. Here are a list of the cookies we use and their purpose:

Cookie	Owner	Purpose
NID	Google	Managing preferences. A browser sends this cookie with requests to Google’s sites. The NID cookie contains a unique ID Google uses to remember your preferences and other information, such as your preferred language (e.g. English), how many search results you wish to have shown per page (e.g. 10 or 20), and whether or not you wish to have Google’s SafeSearch filter turned on. Loss of the information stored in a preference cookie may make the website experience less functional but should not prevent it from working.
eucookieLaw	SCM	Allows a user to accept or manage use of cookies on the website.

Most web browsers allow some control of cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

Social Media

We use Facebook, Twitter, Instagram, and Youtube to engage with our supporters and the public about our charity’s work, updates and latest needs. We have links to these social media providers on our website. Your interactions with social media platforms are governed by the privacy policy of the company providing that service.

Depending on the policies of these social media services and your own account settings, you may be providing SCM and other organisations access to certain information about yourself. Please check the privacy settings on your accounts for these services to ensure you’re happy with the information you are sharing.

Links and Third Party Advertising

On our website you may be offered links to other websites. The content on those pages is not subject to our control, their owners may be independent from us and we do not endorse or accept any responsibility for their content. When linking to another website you should read the privacy and cookies policies stated on those websites.

Similarly, advertisements appearing on those websites may be posted by third parties who may use their own cookies and have their own privacy policies.

What do we do with your information?

We will use the information you provide to respond to enquiries submitted via the contact forms and to administer registrations or sign ups, which are legitimate interests. We won't use your information for any other purpose, unless you ask us to.

Who do we share your information with?

We use Google Workspace and Dropbox to store and process your information in electronic form. The website is hosted by 1&1 IONOS. The servers of these third-party service-providers are located outside of the United Kingdom.

Except for the service providers noted above, we will not share your personal information with anyone else without your consent unless required to do so by law.

What are your rights?

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested from our Head Office or viewed on our website.

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