



# Grange Park Centre

## Privacy Policy

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### Reviews

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on (date): 29<sup>th</sup> May 2018

Signed:

Name:

\_\_\_\_\_  
[Name], [Role]

Date of next review:

\_\_\_\_\_  
May 2019



With the introduction of the General Data Protection Regulations (GDPR) on 25th May 2018, this privacy policy has been written to reflect the changes in the data protection laws.

### **What information do we collect?**

We collect the following information from you when you subscribe to our emails.

First Name

Surname

Email Address

Once your data is submitted, you will be sent an email confirming your sign-up. This provides you with the reassurance that you did in fact give us consent to send you emails. If not, then please click 'unsubscribe' in the email.

We use Mailchimp to send you emails and updates associated with the Grange Park Centre (GPC) charity. On 19th May 2018, all subscribers were sent an email to update their profile and opt-in to receiving GPC emails. Anyone who has not opted in prior to the 25th May 2018, will have their email address and personal details removed within 60 days.

We also collect this information from attendees at our public meetings. Names are recorded for the purposes of the minutes, which are circulated with the Trustees and Committee following the meeting. If you do not want your name to be recorded please indicate this on the meeting registration form. Email addresses are added to the Mail Chimp system if you complete the form requesting this at the meeting.

### **What do we use your information for?**

The information we collect from you (described above) may be used in one of the following ways:

- To send regular emails in relation to GPC meetings and project updates
- To inform you of upcoming events
- To inform you of any cancellations to events
- To respond to inquiries in relation to local activities
- The email address you provide may be used to send you information, respond to inquiries, and/or other requests or questions relating to Grange Park Centre charity.



## **What happens when you no longer wish to receive emails?**

In the footer of each newsletter, you can click on Unsubscribe and follow the instructions. You will no longer receive emails from GPC.

## **Donor Information**

When an individual makes a donation to the Grange Park Centre charity we will collect personal information from you that may include your name, postal address, email address, and phone number. This is to enable us to communicate with you about your donation, and also to reclaim gift aid if you have given us permission to do so. The value of your donation and any comments you have provided for public release will be posted on the Grange Park Centre website, and may be used in other publicity for the charity. Other personal data that you provide will be kept confidential. We do not collect “sensitive personal data” about you.

When a business makes a donation to the Grange Park Centre charity we will collect information about the business which may include contact name, business name, postal address, email address, and phone number. Details of the donation will be shared publicly unless you ask us not to do this.

## **How do we protect your information?**

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information. We have a named Data Protection Officer, Joanne Lipman, who is responsible for ensuring the data privacy policy is followed.

## **Subject Access Requests**

Should you send us a Subject Access Request we are obliged to provide you with what personally identifiable information we hold. In our case, this will only be the email address, your first name and your last name and will be supplied from our Mailchimp email system. For the purposes of the General Data Protection Regulations (GDPR), we have 1 months’ notice to provide this information to you.

The main website does not hold personally identifiable information.



## **Data Breaches**

The GDPR places a duty on all organisations to report specific types of data breach to the ICO, and in some cases, to individuals.

We will only have to notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals.

## **Do we use cookies?**

Yes, cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow it) that enables the sites or service providers systems to recognise your browser and capture and remember certain information.

We use cookies when interacting with the website so that we can offer better site experiences. For more detailed information on cookies, please go to our Cookie Information page.

## **How to turn off cookies?**

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of this website. For further information about cookies and how to disable them please go to: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

If you wish to remove your consent to store cookies, then see below. If you do this, please ensure your browser is configured to block cookies.

## **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information, except where mentioned above to allow us to use MailChimp to send email updates. We may release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

## **Third party links**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies.



We therefore have no responsibility or liability for the content and activities of these linked sites. Should you click on a link, then you are discharging the Grange Park Centre charity from any liability through your use of the third party site. Nevertheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### **Your Consent**

By using our site, you consent to our websites privacy policy.

### **Changes to our Privacy Policy**

If we decide to change our privacy policy, we will post those changes on this page, and/or update the Privacy Policy modification date at the start of the document.

### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

[help@grangeparkcentre.org.uk](mailto:help@grangeparkcentre.org.uk)

Or

via our Facebook Page here: <https://www.facebook.com/gpcloughborough>