



## **PRIVACY POLICY**

This privacy policy explains how we use any personal information we collect about you when you use this website. This website is wholly funded and run by the Equality and Inclusion Partnership (EQUIP), a Charitable Incorporated Organisation (CIO) Number 1169436, Registered at Room 127, Morgan Conference Suite, Warwickshire College, Technology Drive, Rugby CV21 1AR.

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

We will collect personal information about you when you register with us, subscribe to our services, enquire about our activities, report discrimination or a Hate Crime or apply for a vacancy or as a volunteer. This may include your name, title, email address, physical address, telephone numbers, the area you are located, appropriate equality strand. We also collect information when you voluntarily complete surveys, provide feedback and participate in community events. We may also ask for some additional non-personal information. Website usage information is collected using cookies.

### **Our use of this information**

Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and all other services which we think may be of interest to you. We don't share your personal information unless we have your explicit consent or are under a legal obligation to do so. We do use anonymised data to illustrate our services but all personal data elements will be removed.

### **Security**

We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. Hard copy information is stored in locked storage, electronic information is password protected with up to date anti-virus software, all information is kept in a locked premises, and all staff trained on the General Data Protection Regulations (GDPR).

### **Where we store your personal data**

All the information you provide to us is stored on our secure server. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online or face to face.

### **Links to other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

## **Your rights**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [advice@equipequality.org.uk](mailto:advice@equipequality.org.uk) or write to us at the following address: EQUIP, Room 127, Morgan Conference Suite, Technology Drive, Rugby CV21 1AR. We do not make a charge for this service, unless we have already supplied this information.

## **Access to information**

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. If you believe that any information we hold on you is inaccurate then please contact us at the above address as soon as possible. We will promptly correct any information found to be incorrect.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. You can set your browser not to accept cookies, however in a few cases some of our website features may not function as a result.

**First Party Cookies** is the small amount of text stored in the user's computer that is created by the website the user is visiting. We use Google Analytics to monitor the performance of our website to check top pages visited, visits by location, visits by keyword, visits by browser, bounce rate, visitor numbers and average visit duration.

**Third Party Cookies.** We use Mailchimp to process emails to enable our mailing lists and newsletter delivery. Please read their cookie use policy to check what information they collect.

We also use social media (ie Twitter, Facebook, YouTube, Instagram) and their buttons to connect with/to their websites so please read their Privacy Policy and Cookie Use Policy to check what information they may collect.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this webpage. This privacy policy was last updated 16 April 2018.

## **Contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email: [advice@equipequality.org.uk](mailto:advice@equipequality.org.uk)

or write to us at: EQUIP, Room 127, Morgan Conference Suite, Warwickshire College, Technology Drive, Rugby CV21 1AR