

# Swindon City of Sanctuary

Registered Charity No. 1177624

## PRIVACY STATEMENT

For the purposes of the Data Protection Act 1998, and under the General Data Protection Regulations which came into force in May 2018, the Data Controller and Data Processor is the Executive Officer, Registered Address: Swindon City of Sanctuary, Voluntary Action Swindon, 1 John Street, Swindon, SN1 1RT.

This privacy policy sets out how Swindon City of Sanctuary uses and protects any information provided to us by potential applicants and grantees. Where information is provided during the application process by which individuals can be identified Swindon City of Sanctuary will only use that information in accordance with this privacy statement.

We will only collect the minimum amount of information necessary in order to carry out the aims of Swindon City of Sanctuary or to comply with our legal responsibilities.

**Emails received to [info@swindon.cityofsanctuary.org](mailto:info@swindon.cityofsanctuary.org) and information submitted online via the website [www.swindon.cityofsanctuary.org](http://www.swindon.cityofsanctuary.org)**

If personal information within an email is submitted online the individual is responsible for confirming that the written agreement and permission of any individuals identified has been obtained to pass their personal information to Swindon City of Sanctuary. We will only use this information for the purposes of responding to the enquiry, related administration or research purposes and annual reporting.

### **How we process information**

We will only use personal information for the purpose for which it has been given, will not keep it for longer than necessary and will destroy the information securely according to our data retention policy. Information provided may be retained for up to 8 years, after which time it will be destroyed.

The Swindon City of Sanctuary website does not use cookies or Google Analytics.

Swindon City of Sanctuary does not share your data with third-parties for marketing purposes

### **Links to other websites**

Where our website contains links to other websites we do not have any control over that other website and cannot therefore be responsible for the protection and privacy of any information which is provided whilst visiting such sites, and such sites are not governed by this privacy statement.

### **How to Access your Personal Data**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). All requests should be made in writing and sent to the email or postal addresses shown and for the attention of The Executive Officer.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 19 July 2018.