

Looe Development Trust and Millpool Centre Privacy Policy

Why we handle personal information

Under data protection legislation, we are only allowed to use personal information if we have a proper reason or 'legal basis' to do so. In most cases, our handling of your personal information may be necessary for the delivery of the Trust's activities and objectives.

We are committed to ensuring the best standards of practice in all our activities. All personal information that is collected is held and used in strict compliance with the General Data Protection Regulation 2018.

Information Collected

We do not collect any personal information from individuals other than information that is knowingly and voluntarily given. Anonymous information can be collected, such as the number of visitors to the website in a given period, but it is purely statistical and cannot be used to identify an individual user. Cookies are not used to collect any other information from visitors to our websites. Visitors interested in requesting more information can provide contact details via a fill-in form. Visitors cannot be contacted unless such information is given. Visitors are also invited to give additional information but a decision not to do so does not affect any subsequent negotiations or discussions.

Use of Information:

Data Security

We take appropriate measures to safeguard the information we hold from unauthorised access or improper use. Our database is stored in secure, password protected locations. Only users authorised by us have access to this data.

Integrity of Data

We aim to take all reasonable measures to ensure that the information we hold is accurate. We use reliable collection methods and destroy or convert to an anonymous form, any out-of-date data. Individuals may request details of all personal information held by us so as to contest inaccurate or incomplete data, verify the information and have it corrected or request removal as appropriate.

Children

Our websites are not targeted at children but in any event personal information will not knowingly be collected from children under fourteen years without parental consent. The Looe Youth Project is an independent entity and has to legally keep and retain safeguarding

information of its users (minors). This information can only be shared with those pursuing their legal duties.

Enforcement

Any queries relating to our collection or use of personal information should be addressed to the Trust Secretary at ldt.looe@btinternet.com, or by post to:

The Data Controller
Looe Development Trust
Millpool Centre
West Looe
Cornwall, PL13 2AF

We are committed to protecting your personal information when you use our services or correspond with the Trust. We sometimes need to collect your personal information so that we can provide you with the full range of our services and carry out our duties to the Charities Commission and Companies House:

Sharing personal information

We do not sell your personal information to anyone. We don't share your personal information with any third parties unless they are providing services to us under contract or disclosure is permitted by, or required by, law.

Third-party sites

Our websites contain links to sites owned and operated by third parties. They have their own privacy policies, and we urge you to review them before browsing those sites. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

Protecting your personal information

Your privacy is very important to us, and we take measures to ensure your personal information is properly protected and secured. We will never send an unsolicited message asking you to provide any password, financial details or other sensitive information by email or through a link.

Personal information we collect about you

You can browse our website without disclosing any information about yourself. By entering your details in any fields requested, such as your name, email address, postal address, telephone or mobile number, or date of birth, you enable us to provide you with the information and service that you have requested. In all cases, we will only request information we need to provide you with the service(s) you have requested.

How we use your personal information

When we collect information from you, we will tell you if we would like to send you information about our services or Trust-related issues and give you the opportunity to opt out. If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent.; you can opt out at any time.

We may also share your personal information with the police and other law enforcement agencies for the purposes of crime prevention or detection and for safeguarding. If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that we are legally obliged to disclose it.

Protecting your information

We have appropriate security measures in place to protect against the loss, misuse or alteration of information that we have collected from you in our activities. The internet, however, is not generally a secure medium of communication and we cannot guarantee the security of any information you input or send to us via the internet.

Cookies

A cookie is a piece of text that a website transfers to your computer's hard drive so it can remember who you are. Cookies are generally used to monitor how a website is used and improve your online experience. They do not give us access to the rest of your computer and are not used to identify you personally.