



Privacy Policy

This privacy notice tells you what to expect us to do with your personal information.

Contact details

Telephone: 02891812168

Email: info@conlignaturereserve.org

We collect or use the following information for research or archiving purposes:

- Name and contact details (if supplied by the user)
- Location data
- Images, such as photos / videos (if supplied by the user)
- IP addresses
- Website and app user journey information
- Personal information used for the purpose of research
- Records of consent, where appropriate

We collect or use your name and contact details to comply with legal requirements (if supplied by the user). We collect / use the following information for **volunteer recruitment purposes**:

- Contact details (eg name, address, telephone number, email address)
- Date of birth
- National Insurance number
- Education history (eg qualifications)
- Right to work information

We collect or use the following information in **feedback**:

- Names and contact details
- User-supplied photographs or video recordings
- Information relating to compliments or complaints
- IP addresses
- Website and app user journey information (also see Cookie Policy)

We get personal information from the user directly. Personal information will not be shared outside the company to any third parties and will be automatically deleted 1 month after collection.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal data.
- **Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete any information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice. If you remain unhappy with how we've used your data after filing a complaint with us, you can also complain to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF (0303 123 1113) www.ico.org.uk/make-a-complaint