

## **Overview**

This privacy policy sets out how we use and protect any information that you give us when you use this website. We are committed to ensuring that your privacy is protected and we appreciate your trust in us to do that carefully and sensibly.

Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page.

## **What we collect**

We do not normally collect personal data about visitors to our website unless they choose to provide such information when they contact us.

Specifically, through our 'Contact Us' form or any feedback functionality, we may collect the contact information including name and email address, or your personal views, if you provide these details.

## **What we do with the information we gather**

This information is transmitted via email to our team (and stored on a secure server), who use the information to deal with your query and ensure community feedback can be considered in the development of the project. This information is never shared outside the team, and feedback is always anonymised before use.

We require this information to understand your needs, your views on our consultation and to provide you with a better service, particularly, for the following reasons:

- To keep you up to date with the project
- To understand how the project impacts you
- To better tailor the project to the needs of the community
- For internal record keeping

## **How long we store personal data for**

We only retain personal data for as long as is necessary for the specific purpose(s) it was collected for (or for related compatible purposes such as complying with applicable legal, accounting, or record-keeping requirements).

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from its unauthorised use or disclosure, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **Your rights**

You have a number of individual rights relating to the processing and storage of your personal data.

They are as follows:

- **The right to access your personal data.** This enables you to receive a copy of the personal data we hold about you.

- **The right to request correction or completion of personal data.** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **The right to request erasure of your personal data.** This enables you to ask us to delete or remove personal data (though this may not apply where we have a good, lawful reason to continue using the information in question). You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **The right to object to processing of your personal data.** You can object to us processing personal data for legitimate interests purposes or for direct marketing.
- **The right to restrict how your personal data is used.** You can limit how we use your information (primarily to storage or for use in legal claims).
- **The right to have a portable copy or transfer your personal data.** We will provide you, or (where technically feasible) a third party, with a copy of your personal data in a structured, commonly used, machine-readable format. Note this only applies to automated information we process on the basis of your consent or in order to perform a contract.
- **The right to withdraw consent.** If we are relying on consent to process your personal data you have the right to withdraw that consent at any time.

#### **Withdrawal of consent, erasure and information access**

Please contact us using the details outlined above if you wish to do any of the following:

- To withdraw your consent for activities for which you have previously consented
- To request a copy of the information that we hold on you
- To request the deletion of information that we hold on you

#### **Cookie usage**

Cookies are small text files that are placed on your computer by websites that you visit to identify you. They are widely used in order to make websites work, or work more efficiently, as well as to provide relevant information to you.