

GUILDEN SUTTON GREEN SPACE

PRIVACY POLICY

INTRODUCTION

This privacy policy sets out how **Guilden Sutton Green Space** uses and protects any information that you supply when you use our website or contact us in any way

Guilden Sutton Green Space is committed to ensuring that your privacy is protected. 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

Guilden Sutton Green Space may change this policy from time to time by updating this page. You should check this page occasionally to ensure that you are happy with any changes. This policy is effective from 1 November 2018

SUMMARY

We only keep your contact details once you have been in touch to enquire about the Guilden Sutton Green Space project, its activities, any membership or event details. This information includes:

- Your contact details including email address, phone number (optional) and address if no email available
- Other information you supply relevant to any enquiry you make
- Our website uses cookies to anonymously gather visitor statistics and we automatically expire redundant information

WHAT WE DO WITH THE INFORMATION

We require this information to respond to your enquiries and keep you informed of progress and updates, in particular for the following reasons:

- Internal record keeping to avoid duplication
- To send you information regarding activities of the **Guilden Sutton Green Space** project and to keep you updated
- Any accounts information for legal and audit purposes

SECURITY

We are committed to ensuring that your information is secure both electronically and in physical form.

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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 in paper form. Current operating and virus checking systems are maintained with the latest updates

COOKIES

We use Zen.co.uk via cPanel to anonymously compile web visitor statistics. cPanel is the hosting dashboard and webserver for Zen. Cookies are used to compile usage statistics

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website.

We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question

THIRD PARTY SITES AND HOSTED SERVICES

Email: Guilden Sutton Green Space uses Zen via cPanel to provide its email service. Email is securely stored and archived on **Guilden Sutton Green Space**'s central PC using Microsoft Outlook
See www.zen.co.uk

CONTROLLING YOUR PERSONAL INFORMATION

We will not sell, distribute or lease your personal information. We will only use it to respond to any requests for information made by you. We will not forward your personal details to any third party unless we ask for your express permission to do so

In the unlikely event of any breach of your personal data, which might expose you to serious risk, we will notify you promptly

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please [click here](#) to contact us

If you believe that any information we are holding is incorrect or incomplete, please contact us. We will promptly correct any information

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COMPLAINTS ABOUT HOW YOUR DATA IS USED

You have the right to take any complaints about how we process your personal data to the Information Commissioner

Email: <https://ico.org.uk/concerns>

Telephone: 0303 123 1113

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

HOW CONTACT US

At any time you may contact us to ask what information we hold about you, correct any details or request deletion of your details

Address: **Guilden Sutton Green Space**

c/o Brackendale

Guilden Sutton

Chester

CH3 7EW

Phone: 07985 455824

Email: contact@www.gsgreenspace.org.uk

Website: www.gsgreenspace.org.uk