

# PRIVACY & COOKIE POLICY



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Registered Charity Number: 1119588

At Our Centre (referred to as “Our Centre”, “we”, “us”, “our”), we understand that your privacy is important to you and that you care about how your information is used and shared online. We respect and value the privacy of everyone that visits our website and only collect and use information in ways that are useful to you and in a manner consistent with **your rights** and **our obligations** under the law, including the General Data Protection Regulation (GDPR).

This privacy and cookie policy will help you understand how we process any and all data collected by us in relation to your use of our website, and what choices you have.

**ABOUT US:** Our website, <http://www.ourcentre.org.uk> owned and operated by Our Centre, a registered Charity in England under number 1119588. Our registered address is: 6 Pond Street, Kirkby-in-Ashfield, Nottinghamshire, NG17 7AH

**WHAT INFORMATION DO WE COLLECT:** We collect information about you when you email us via the contact form on our website. Website usage information may be collected using cookies.

**HOW WILL WE USE THE INFORMATION ABOUT YOU:** We will use this information to provide response to queries about products or services we provide, when responding to communications from you and, if you agree, to email you about other products and services that we think may be of interest to you or as part of a dialogue to arrange bookings, transport and other events and services we provide.

We do not use your information collected from our website to personalise repeat visits. We will not share your information for marketing purposes with companies outside of our organisation.

**MARKETING:** With your permission we would like to send you information about our products and services, together with details of news and promotions that we think will be of interest to you. We may use your data to contact you by email, telephone, text message and by direct mail. You may opt out at any time.

If you no longer wish to be contacted for marketing purposes, please email Angie Peppard at [ourcentre@hotmail.co.uk](mailto:ourcentre@hotmail.co.uk) or Telephone 01623 753192. You can opt out of our email communications by requesting this to happen via telephone or email.

**HOW DO WE STORE YOUR DATA:** We only keep your data if we have a valid [legal reason to do so](#) and will only keep it for as long as we need to in order to fulfil our contractual or legal obligations or for as long as we have your permission to keep it.

**ACCESS TO YOUR INFORMATION AND CORRECTION:** You have the right to request a copy of the information that we hold about you. If you would like a copy of some, or all of your personal information, please email us at [ourcentre@hotmail.co.uk](mailto:ourcentre@hotmail.co.uk) We may make a small charge for this service.

**COOKIES:** Cookies are text files placed on your computer to collect standard internet information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It may also be used for the purpose of running re-marketing adverts to you about our products and services.

You can set your browser not to accept cookies and can also remove cookies from your browser. However, if you do, some features on our website may not function as a result. You can find out more information about cookies and how to remove cookies by visiting [allaboutcookies.org](http://allaboutcookies.org) or [cookiecentral.com](http://cookiecentral.com)

**OTHER WEBSITES:** Our website contains links to other websites. This privacy policy only applies to this website. So, if you follow a link to other websites you should read their privacy policy.

**CHANGES TO OUR PRIVACY POLICY:** We will keep our privacy policy under regular review and will place any updates on this web page. This privacy policy was last updated on the 7<sup>th</sup> June 2018.

**CONTACT US:** If you have any queries concerning this Privacy Policy, your personal information or any questions on our use of the information, please email us at [ourcentre@hotmail.co.uk](mailto:ourcentre@hotmail.co.uk) or write to us: 6 Pond Street, Kirkby-in-Ashfield, Nottinghamshire, NG17 7AH.