

# Privacy Policy

West Suffolk Hive CIC is committed to protecting personal data. Our collection and use of personal data follows the General Data Protection Regulations (May 2018) and also considers the rights and wishes of all participants whose data is collected, (photographic, video, written). The same considerations are made for the sharing of collected data, particularly on social media/for publicity.

## Who we are

West Suffolk Hive CIC is based near Bury St Edmunds, Suffolk, UK. It is a family-centred community interest company run by a team of directors and a committee of members. Its activities aim to improve wellbeing, education and community through a connection with nature.

## What this privacy policy covers

This policy covers how West Suffolk Hive CIC treats personal information that we collect and receive. Personal information is information about you that is personally identifiable like your name, address, email address or phone number, or about your children and that is not otherwise publicly available.

## Information collection and use

West Suffolk Hive CIC collects personal information whenever a user chooses to contact us via our website or submits a booking form using the link on the website. We also collect personal information from direct contact by email or through our Facebook page. When filling in the booking form, we ask for your name, address, email address, and telephone number. Subscribers to our membership will be automatically added to an email mailing list to receive regular news and updates.

## Individual rights over personal information

You have the right to be informed about information held by us about you and to have access upon your request to that information from us within one month of requesting it. It is your right to have information rectified if it is incorrect or to be erased if you request us to do so.

## Information sharing and disclosure

We do not rent, sell or share personal information about you with anyone. We will use reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

## Changes to this privacy policy

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our website.

Policy written by S.Holland

Date policy completed 22<sup>nd</sup> September 2019

Policy review due 22<sup>nd</sup> September 2020

Here at West Suffolk Hive CIC we take your privacy seriously and will only use your personal information to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other sessions and events we run. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Post  Email  Telephone  Text message