

# **Simon on the Streets Privacy Policy**

## **Last updated: 25<sup>th</sup> May 2018**

At Simon on the Streets we are committed to safeguarding and preserving the privacy of our service users, individual supporters, donors and those organisations and businesses that support us.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site. We regularly review and update this privacy policy to reflect changes in our services, feedback from you, and to comply with changes to the law. When we change our privacy policy, we will revise the last updated date at the top of this document.

### **Information We Collect**

In running and maintaining our website we may collect and process the following data about you:

- Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data. This information does not identify you in anyway.
- Information provided voluntarily by you. For example, when you register for information, for an event or when you make a purchase.
- Information that you provide when you communicate with us by any means.

### **Use of Cookies**

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

### **Mailing Lists**

When you ask subscribe to our newsletter, we collect your name and email address, which we use to keep you informed about our productions and any services we offer. We never pass this information on to other organisations. We may also collect location and timezone data to better understand our subscribers and where they are.

You can unsubscribe from any of our newsletters at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing [admin@simononthestreets.co.uk](mailto:admin@simononthestreets.co.uk). When you unsubscribe, we remove your personal information within 7 days of your request.

We use MailChimp for all our mailouts and they act as the data processors for this information. To find out more, please visit: <https://mailchimp.com/legal/privacy/>

## Storing Your Personal Data

In operating our website it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated stored securely.

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically. Sending such information is entirely at your own risk.

## Ticketing Information

Tickets for our events will usually either be sold by the venue directly or will be processed by a third party provider, Eventbrite. To find out more, please read the [Eventbrite Privacy Policy](#) We will process personal data originating from event ticket sales but this will be wholly internal. We will not share this data with any other parties. Our lawful basis for processing this information is your consent given when you purchase a ticket or complete a survey.

## Donation Information

When you support Simon on the Streets by donating to us, we collect personal information from you. We collect your name, address, email, phone number, and payment information. We use this information to thank you for your donation, manage gift aid, be compliant with financial regulation and to meet our legal obligations. Our lawful basis for processing this information is our contract with you and our legal obligation.

We may use third-party providers, for example CAFDonate and JustGiving to manage donations. To find out more, please read [CAF's privacy policy](#) and [JustGiving Privacy Policy](#)

We will share your personal information with HMRC and other organisations where we have a legal obligation to do so. We retain your personal information for six years from your last donation as part of our legal obligation.

## Disclosing Your Information

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

1. Where we are legally required by law to disclose your personal information.
2. To further fraud protection and reduce the risk of fraud.
- 3.

## Third Party Links

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

## ICO Registration

Simon on the Streets is a registered with the [Information Commissioner's Office](#) under registration reference: **ZA309614**

## **Access to Information**

Under the [General Data Protection Regulation \(GDPR\)](#), you are a data subject. You have the right to view, or ask us to amend or delete the personal information that we hold about you.

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at [admin@simononthestreets.co.uk](mailto:admin@simononthestreets.co.uk) or write to us at *Simon on the Streets, Crown House, 94 Armley Road, Leeds, LS12 2EJ*