



PRIVACY AND DATA PROTECTION POLICY

This policy sets out how ACCESS CORNWALL CIC uses and protects any information that users of our website, employees, volunteers and training / work experience participants supply to ACCESS CORNWALL.

ACCESS CORNWALL is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

ACCESS CORNWALL may change this policy from time to time by updating this page on the website. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 20th September, 2020.

What we collect:

We may collect the following information:

- name
- contact information including email address
- information that you provide us with on the application form, submitted prior to joining ACCESS CORNWALL as a website listing member, employee, volunteer or training programme participant.
- information provided by referees who provide references for you during the job or training programme application process.
- information regarding performance reviews where applicable.
- information provided by third parties where we deem this to be relevant to ensuring the smooth running of the company.

What we do with the information we gather:

We require this information to enable us to ensure the smooth running of ACCESS CORNWALL, and in particular for the following reasons:

- To carry out due diligence when working with new companies or organisations
- To ensure the best outcomes for participants in our training programmes.
- Internal record keeping.



- We may use the information to improve the benefits of ACCESS CORNWALL for those listing organisations or venues with us and for users.
- To carry out administrative tasks, including invoicing to ensure the smooth running of ACCESS CORNWALL.
- We may periodically send emails about news, events or other information which we think you may find interesting using the email address which you have provided.
- To deal with complaints, disputes or other disciplinary matters within ACCESS CORNWALL

Security

We are committed to ensuring that your information is secure*. 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 and off. These systems are also followed in turn by the ACCESS CORNWALL employees and volunteers who are required to use this information off site.

*No data transmission over the Internet can be guaranteed to be secure. While ACCESS CORNWALL strives to protect personal information, it cannot absolutely ensure or warrant the security of any information electronically transmitted or received. Therefore, while ACCESS CORNWALL cannot protect information in transit, once it is received, it undertakes to ensure its security from receipt.

Any suspected loss, misuse, or unauthorised access to your data should be reported via hello@accesscornwall.org.uk

PRIVACY POLICY

How we use cookies

The ACCESS CORNWALL website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information and to provide anonymised tracking data to third party applications like Google Analytics.



As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

Links to other websites

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

Data Retention

Unless a longer retention period is required or permitted by law, we will hold your data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that data deleted.

Even if we delete your data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information to contact you regarding news about ACCESS CORNWALL, you may change your mind at any time by writing to or emailing us at hello@accesscornwall.org.uk



- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you information which we think you may find interesting.
- You may request details of personal information which we hold about you under the General Data Protection Regulation 2016. A small fee will be payable. If you would like a copy of the information held on you please write to ACCESS CORNWALL, Lyncot, Newtown in St Martin, Helston, TR12 6DP.
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.
- If you are not satisfied with the way a complaint you make in relation to your data is handled by us, you may be able to refer your complaint to the relevant data protection authority.
- ACCESS CORNWALL will respond to your request within 30 days from the receipt of the request. If it is unable to respond within this time period, it will send a notice of explanation and extension. If ACCESS CORNWALL is not able to disclose all personal information, it will provide, by return correspondence, the reason for not doing so.

General

You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.



Signed:



Name: Victoria Carpenter, Director

Date: 13th October, 2020