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**Website Privacy Policy**

1. **Introduction**

Transforming Communities Together: Tyne to Tweed (also referred to in this document as “TCT”, “we”, “our”, “Organisation”, “us”) is committed to ensuring that peoples’ privacy is protected. Should we ask you to provide information, by which you can be identified, be assured that it will only be used in accordance with this privacy policy.

This policy sets out how we protect any information that you give to us.

We reserve the right to change this policy from time to time.

1. **Information we collect**

We may collect the following information:

* Your name
* Your phone number
* Your email
* Your postal address
* Details of your enquiry

1. **What we do with the information we gather**

We gather this information to understand your needs and to provide you with a better service, and, in particular, for the following reasons:

* For internal record keeping.
* To improve our products and services.
* We may periodically send promotional emails to the email address you provided about new products, events, activities, offers, etc., which we think you might find interesting.
* From time to time we may also use your information to contact you for market research purposes
* We may contact you by email, phone, or mail
* To customise our website according to your interests.

1. **Where we store the information we gather**

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 gather.

* Electronic data is stored in a secure area of the Diocese of Newcastle server, which is reserved specifically for TCT, and which can only be accessed by designated members of the TCT Team.
* As an Organisation, we aim to operate, as far as possible, in a paperless manner. Historic paperwork, from before we took this decision is securely archived in locked storage at our registered address.
* Trustees and line-managers review data privacy and procedures as part of their 1-1 and Team meetings.

1. **Cookies**

A cookie is a small file which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic, or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

The web application can tailor its operations to your needs, likes and dislikes, by gathering and remembering information about your preferences.

On our website we use traffic log cookies to identify which pages are being used. This helps us analyse data about web-page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the date is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer, or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer, although this may prevent you from taking full advantage of the website.

1. **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 the 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 our privacy policy. You should exercise caution and look at the privacy policy of the website in question.

1. **Controlling your personal information**

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

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes. If you have previously agreed to us using your personal information for direct marketing purposes, you can change your mind at any time by emailing us at [admin@tct-tynetotweed.org](mailto:admin@tct-tynetotweed.org)

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 promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the General Data Protection Regulations introduced in May 2018. You may also request that your personal information we hold is permanently deleted from our records.

Upon this request, a small fee may be payable. If you would like a copy of the information held on you please write to us at: Transforming Communities Together: Tyne to Tweed, Church House, St. John’s Terrace, North Shields, NE29 6HS.

If you believe that any information we are holding about you is incorrect or incomplete, please write to us at the address above, or email: [admin@tct-tynetotweed.org](mailto:admin@tct-tynetotweed.org) as soon as possible and we will promptly correct any information found to be incorrect.