# **Privacy policy**

At BucksVision we are committed to protecting your privacy online. We protect any personal information you give us while you use our website. This policy is written in accordance with the Data Protection Act 1998. If you have any questions about it, please contact our Data Protection Officer (who is our Chief Executive) using the following details:

reception@bucksvision.co.uk

Data Protection Officer BucksVision 143 Meadowcroft Aylesbury Buckinghamshire HP19 9HH

By continuing to use this website you are signifying your agreement to the terms of this privacy policy.

## **Personal information**

Personal information is information that can be used to identify you. It can include your name, date of birth, email address, postal address, telephone number, fax number and credit/debit card details.

We collect personal information when you participate in one of our social activities, ask about our services, order products, make a donation to us, or otherwise give us personal information.

## How do we use your information?

We use your personal information to give you the information, services, or products you ask for. We can also use your information for administrative purposes, to let you know about changes and, if you agree, as part of our fundraising activities.

We will only use your personal details in relation to your request to use our services as BucksVision. We will not pass your information on to other third parties, unless we have your consent or you ask us to do so.

BucksVision is responsible for collecting your personal information. Your personal information is not shared with third parties or used in any other way (other than described in this policy or as required by law) unless you agree.

We will store records of the assistance we have given you but will only use this to provide a history of the support you received in the past from our staff or volunteers.

Unfortunately, no data transmission over the Internet is 100 per cent secure. As a result, while we try to protect your personal information, BucksVision cannot guarantee the security of any information you transmit to us and you do so at your own risk. When we collect your personal information we use strict procedures and security features to prevent unauthorised access.

## **Newsletters and Updates**

BucksVision produces a quarterly newsletter that outlines our services and activities, and includes useful organisations and resources. We also, occasionally, produce updates that we send to specific parts of our local area because we are running an event or some other activity there. We send these out by post in the recipient's preferred format (if we are aware of the preference - large print, audio, etc).

If you would prefer not to receive any information from us, please let us know and we will update our database accordingly. This should stop any you receiving any communications from us as your details will have been added to our "do not mail" list.

## Accessing and updating your personal information held by BucksVision

You can ask us what information we hold about you by contacting us. Please note that we may charge a fee of £10 to cover our admin costs.

Please keep your information up to date by letting us know of any changes:

BucksVision 143 Meadowcroft Aylesbury Buckinghamshire HP19 9HH

Tel: 01296 487 556 email: reception@bucksvision.co.uk

## Changes to this policy

We may change our privacy policy from time to time, so please check back periodically.

## **Privacy Notice for Supporters**

If you want to find out more about how we use information and data, our <u>privacy notice</u> contains all the information you need.