

# Privacy Policy

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## Privacy Policy

### 1. Purpose of the Privacy Policy

- 1.1 Our commitment to protecting your privacy is paramount at EmployabilityUK. The following statement describes how EmployabilityUK (EUK) collects and uses information about people who visit our website.
- 1.2 If you have any queries about this statement, please contact us at [info@employabilityuk.org](mailto:info@employabilityuk.org)

### 2. Collecting information

- 2.1 We will collect personal information from you when you enquire about our activities, register with us, donate to us, or otherwise provide us with personal information. We may also receive information about you from other people, if a friend or colleague refers you to our website.
- 2.2 We will also gather general information regarding the use of our website, such as which pages are visited most frequently. Only anonymous information and statistics will be used which do not identify individual visitors. This information helps us improve the services and information we offer on our website. We may use service providers to help us collect and analyse this information.

### 3. Personal information

- 3.1 The types of personal information collected might include name, date of birth, email address, postal address, telephone number and credit/debit card details, we can also collect your opinions about a product, service or an issue.
- 3.2 How do we use this Information?
  - (a) We will use your personal information to provide you with the services, products or information you have requested, for administration purposes and to further our charitable aims, including for fundraising activities. We may need to share your information with our service providers, associated organisations and agents for these purposes;
  - (b) We will use your personal information for our own marketing purposes unless you have indicated that you do not wish to be contacted. You can opt out of receiving any marketing materials at any time, by contacting the charity at [info@employabilityuk.org](mailto:info@employabilityuk.org)

### 4. Privacy and security

#### 4.1 Cookies

- (a) 'Cookies' are small pieces of information sent by a web server to a web browser, which enable the server to collect information from the browser. Essentially it takes the form of a small text file deposited on your computer's hard drive;
- (b) EmployabilityUK (EUK) uses cookies to ensure that you can interact with our web sites successfully, to identify you when you visit our web sites, and to keep track of

your browsing patterns. The use of cookies does not give us access to the rest of your computer or to personal information about you.

## 4.2 Personal Detail Protection

- (a) Information that you submit in a registration or enquiry form is encrypted and stored on a secure server. We also use encryption and a secure server when you donate via our website. However, the transmission of information over the Internet is never 100% secure so while we try to protect your personal information, we can't guarantee the security of any information you submit to us via our website;
- (b) We also take appropriate measures to ensure that the information we receive is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. All access to our secure server is restricted only to authorised staff.

## 4.3 Legal Compliance

- (a) EmployabilityUK (EUK) may need to disclose your information if required to do so by law or in response to a court order. In exceptional circumstances, where we think someone is at serious risk of being harmed, we may contact the police or a local authority safeguarding team.

## 4.4 Consent

- (a) By providing us with your personal information you consent to the collection and use of that information for the purposes and in the manner described in this Privacy Policy.

## 4.5 Links

- (a) Our website may include links to websites run by other organisations. We always endeavour to ensure that all associated websites, supporters and partner organisations we do feature or link to are compliant with both current law and follow best practice in relation to data privacy. EmployabilityUK (EUK) is however not responsible for the privacy practices of other organisations' websites so you should read their privacy policies carefully.

## 4.6 Data Protection (Rights of Access)

- (a) You have the right to ask for a copy of the information we hold about you (for which we may charge a small fee (Usually £10.00 per request) and to have any inaccuracies in your information corrected;
- (b) If you wish to exercise these rights, please contact us at either [info@employabilityuk.org](mailto:info@employabilityuk.org)

**Or in writing to:**

**EmployabilityUK, 5 Whitefriars Street, Coventry, CV1 2DS.**

## 5. Policy review

- 5.1 All policies will be reviewed at least annually and more frequently if legislation changes require. The most recent version will be available to those with the necessary permissions, to view and/or download on the Intranet.

**6. Contacts**

**6.1** Any mis use of the Privacy Policy should be reported to:

**Chief Executive: Diane Vernon**

**Chair of Trustees: Keith Fraser**

**Date of this policy: October 2018**

**Review date: October 2019**