**Privacy Statement**

**OVERVIEW**

Tindlemanor Ltd (TM) is committed to ensuring that your privacy is protected. In this privacy policy we set out how TM uses and protects any personal information or data that you give to us, as well as your rights in relation to your personal data.

‘Personal data’ is any information relating to an identifiable person.  We will process your personal data on the basis of your consent and/or our legitimate interests. TM may gather data including your name and contact details (usually your email and/or postal address and telephone number(s)), as well as other information which you provide to us when you email us, through our website, talk to us at an event, or contact us by post or telephone.  Any information we collect and store may be accessed by our staff, to enable us to effectively communicate with you.

TM takes the security of your personal data very seriously.   When you give TM personal information, we do all we can to ensure that it is treated securely. Unfortunately, no data transmission over the internet can be guaranteed to be completely secure. While we strive to protect your personal information, we cannot guarantee the security of your data transmitted to our site and therefore any transaction is at your own risk. Once we have received your information, we will take reasonable steps and all other precautions required by law to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

We will never sell or swap your details. We may share your information with third parties in the process of managing your engagement with us, such as payment processors for donations.

TM can only use or process your personal data for a specific purpose or purposes.  We will only retain your personal data for as long as is necessary for that purpose or purposes and will then securely destroy it.  We are committed to keeping our records up to date.

**PERSONAL DATA** TM **HOLDS**

This section explains how we hold and process personal data:

**Enquirers**

To provide assistance to you, we may collect your name and contact details. We may also ask you for feedback on our services.

We process your information on the legal basis of our legitimate interests of being able to serve you in the most appropriate way, and understand how effective our services are.

Where we need consent for sending you further information or processing certain information, we will make that clear at the time we gather that information.

Your personal information will be held securely and will be safeguarded against unauthorised use, disclosure, alteration or destruction.

**Other people we work with**

When we work with you to provide training we will process your name, contact details and some information about your work, in order to arrange and manage the provision of appropriate sessions. We will also ask you for feedback on the education or training. This processing is necessary for the contract to provide the sessions and/or for pursuing our legitimate interests of evaluating and improving our training.

**Subscribers to our mailing lists**

If you would like to join one of our mailing lists (such as for training events, workshops or stall-holding) we will use the contact details which you provide to us to communicate with you, in the format that you choose. This processing and contact is based on your consent. You can unsubscribe from electronic communications at any time.

**Employees and other colleagues**

When you apply to work for us, as an employee, a trustee or director, or as a volunteer to provide our services, we collect information as part of the application and assessment procedure including your name, contact details, and experience, and we may ask for references and criminal record information.

When you work or volunteer with us we will continue to process your personal data in order to manage our relationship with you. This processing is based on the legal basis of it being necessary for your employment contract or for pursuing our legitimate interests of managing our professional relationship, and protecting the people we provide services to.

**WEBSITE**

If ever we want to collect personally identifiable information through this website (an online survey, for example), we will always inform the user of its intended use. We will never use this information for any other purpose than that stated, nor will we hand this information out to any third-party.

We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

***Social media***

We also use social media buttons and/or plugins on this site that allow you to connect with your social network in various ways. For these to work the following social media sites – Facebook and Twitter – will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

**YOUR RIGHTS**

You have the right to request details of personal information which we hold about you. If there are any discrepancies in the information we provide, please let us know and we will correct them. You also have a right to request we delete or restrict your personal data.

If you would like a copy of the information held on you please make your request in writing using the contact details below.

If you change your mind after ‘opting in’ to receive our information, you can unsubscribe using the link in an email or using the contact details below.

If you have any concerns or questions about how we use personal information and data, please contact us and we will respond as quickly as we can.

Our contact details to exercise your rights in relation to all of the above are:

Tindlemanor

52-54 Featherstone Street

London

EC1Y 8RT

tindlemanor@cooptel.net

02076080929

You should address your query for the attention of the Director.

**Amendment of this statement**

TM reserves the right to amend this privacy statement from time to time and to ensure compliance with the relevant laws.  If you are concerned about this, you should check this page from time to time to satisfy yourself about that you are content with our privacy statement.