

Square Pegs Round Holes - Privacy Policy

At Square Pegs Round Holes we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

If you have any comments or questions about this Privacy Policy or wish to report any violation of this Privacy Policy, please email info@squarepegsroundholes.org, complete the enquiry form at www.squarepegsroundholes.org or telephone 07886258771/07830038707.

Who are we?

Square Pegs Round Holes CIC is a UK based community interest company limited by guarantee (no. 09926982).

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about our services or submit an enquiry.

What type of information is collected from you?

The personal information we collect is your name, organisation, telephone number and email address. The website may also collect your IP address and information regarding what pages are visited and when.

Other ways we might collect your personal data outside of the website

When you:

- attend events or take part in project facilitated by Square Pegs Round Holes
- engage with us on social media
- apply to work for Square Pegs Round Holes
- contact us by telephone and/or email
- contact us by any means with questions, information requests etc.
- have given a third-party permission to share your information they hold about you with us

We will ensure that all information collected is processed in a lawful manner and is only used for relevant and necessary purposes.

We may use your information to:

- manage your enquiries
- provide our services
- maintain contact with you in the future
- carry out our obligations arising from any contractual arrangements
- seek your views or comments on the services we provide

- notify you of changes to our services
- send you communications which you have requested or that may be of interest to you

Whenever we collect or process your personal data, we will only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

Who has access to your information?

We will not sell or rent your information to third parties and will not share your information with third parties without your express permission.

How you can access and update your information

You have a right to request a copy of the information that we hold about you. If you would like a copy of your personal information, please email us at info@squarepegsroundhole.org, telephone us on 07886258771/07830038707 or complete the enquiry form on our website www.squarepegsroundholes.org. Ensure you state your full name and provide us with sufficient information to verify your identity.

Help us to respond by indicating why you think we hold personal information about you and what information you think we may hold. We will always get back in touch with you to verify your identity.

We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Data security

We have a range of measures and data security protocols to ensure that your data is kept safe and secure, including keeping all data password protected.

Unfortunately, no data transmission over the internet can be guaranteed to be completely secure. So, while we strive to protect such information, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once any personal information comes into our possession 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.

Use of website 'cookies'

We use cookies to enhance your user experience of our website. Cookies are text files placed on your computer that collect standard internet log information and visitor behaviour information. This information is used to track visitors use of the website and to produce reports on website activity.

Our website does not store any information that would allow us to identify individual users of this service without their permission. Any cookies that may be used by this

website are used either solely on a per session basis or to maintain user preferences. Cookies are not shared with any third parties.

Google Analytics

Analytics allow us to gather and store information about our website visitors behaviour. It has the ability to identify the users country and IP address but it does not store any information that would allow us to identify individual users of this service.

G Suite

We use Gmail as our email provider. Email data and contents are stored in a Google data centre and may also be stored on our computers and employee smartphone devices. Our equipment and devices are all encrypted with password protection and in cases of mobile phone devices that have email accounts; the device biometric security feature is in operation.

Links to other websites

Our website may contain links to other websites run by other organisations. This Privacy Policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

18 or under

We will do everything to ensure that the welfare of any children using our site is protected. If you are a child please get a parent, carer or guardian's permission before you provide us with information.

Request to stop future contact

If you do not want to be contacted in the future by us, please email us at: info@squarepegsroundholes.org or complete our contact form at www.squarepegsroundholes.org.

Consent to collection and use of personal information

By using this website you acknowledge that you have read the terms of this Privacy Policy and that you consent to the collection and use of your personal information as described in this Privacy Policy.

We will review our Privacy Policy annually or sooner if there are changes to the relevant legislation.