

PLOT 22 Privacy Policy

Purpose and Scope:

This policy explains when and why we collect personal information about people. How we use it, the conditions under which we may disclose it to others and how we keep it secure.

This policy applies to anyone that uses the PLOT 22 website, receives our newsletter, or expresses interest in our events. By using our services, you are agreeing to be bound by this policy.

We may change this policy from time to time, so please check this page occasionally to ensure that you're happy with any changes.

Policy Statement

PLOT 22 is committed to protecting and respecting your privacy.

Who are we?

PLOT 22 is a charitably incorporated organisation (no. 1165624).

How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about products and services, to make a donation, or if you register to receive our newsletter or participate in our projects. We may request additional information by email or phone.

What type of information is collected from you?

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when. If you make a donation online or purchase a product from us, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below. If you visit PLOT 22 we will keep a record of which project you connect with and may record some personal information to help us make the session enjoyable and safe.

How is your information used?

We may use your information to:

- to facilitate the safe and effective running of our sessions and events and to send updates;
- process a donation that you have made;
- process orders that you have submitted;
- to carry out our obligations arising from any contracts entered into by you and us;
- 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. These may include information about campaigns, appeals, other fundraising activities, promotions of our goods and services;
- process a grant or job application.
- we are legally required to hold some types of information to fulfil our statutory obligations.

Who has access to your information?

All information is stored securely. We only share information within our team where necessary for the running of the project. Except where a safeguarding concern is raised in accordance with our Safeguarding Policy.

We will not sell or rent your information to third parties.

Third Party Service Providers working on our behalf:

We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process donations and send you mailings). However, when we use third party service providers, we disclose only the information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you are using our secure online donation pages, your donation is processed by a third party payment processor who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

We may transfer your personal information to a third party if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to

enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely.

Your non-payment related details are transmitted normally over the internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we have policies in place to ensure it's kept securely on our systems.

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 those 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.

Your choices

We will not subscribe you to our newsletter list unless you have given your explicit consent. We will not contact you for marketing purposes by post. You can change your preferences, withdraw your consent or ask us to delete your information at any time by contacting us by email: **info@plot22.org** You can unsubscribe from our newsletter using the link in the email.

How you can access and update your information

The accuracy of your information is important to us, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at **info@plot22.org** Alternatively, you can telephone 07522 560250.

You have the right to ask for a copy of the information we hold about you.

16 or under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

Transferring your information outside of the UK or Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the UK and/or the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the UK or EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the UK or EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy.

If you use our services while you are outside the UK or EU, your information may be transferred outside the UK or EU in order to provide you with those services.

Review of this policy

We keep this policy under regular review. This policy was last updated in November 2023.