

Heritage Lab CIC Organisation Privacy Notice

Our contact details

Name: Heritage Lab CIC

Address: 20 Cottage Road, Ramsgate CT11 8HJ

Phone Number: 07962253838

E-mail: hello@heritagelab.org.uk

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Areas of interest in our organisation
- Web user stats

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have contacted us directly from a web form, by email or by phone to find out about our company and the services it provides
- We also receive personal information indirectly, from the following sources in the following scenarios:
 - We may have been provided your information by a third party who has advised that you may be interested in finding our more information about our company
 - We may have contacted you directly using information available in the public domain

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are

Date: 1 April 2019

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting hello@heritagelab.org.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to:

- Contact you with relevant information about Heritage Lab CIC
- Contact you to ask for your help
- Contact you with information from our partners
- Keep you informed of fundraising opportunities
- Keep you informed about research
- Aggregate data to help provide insights for Heritage Lab

We may share this information with relevant bodies working with or for Heritage Lab CIC

How we store your information

Your information is securely stored at Heritage Lab CIC

We keep all your personal data for 7 years. We will then contact you about retaining this information if it is still appropriate or dispose your information by deleting the information from the dataset.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Date: 1 April 2019

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at hello@heritagelab.org.uk if you wish to make a request.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- Functionality – Our Company uses these cookies so that we recognize you on our website and remember your previously selected

Date: 1 April 2019

preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

- Advertising – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 23 April 2019.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House

Date: 1 April 2019



Heritage Lab

Curiously Creative Spaces

Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113



Heritage Lab
Curiously Creative Spaces

Date: 1 April 2019