



Bernard's Acre

Privacy Policy

Policy Ratified on: 25 May 2018

Signature of Chairperson:

Review Date: 25 May 2019

Privacy Policy

Our commitment

BERNARD'S ACRE is strongly committed to protecting the privacy of our users and clients. This Privacy Policy is intended to inform you how we gather, define and utilise your information.

This policy applies to all information collected by us, or provided by you, on the BERNARD'S ACRE website or in any other way (such by telephone or by email).

Information we collect

When you visit our website or contact us by email or telephone you may choose to provide us with personal information, for example your name, company name, email address and phone number ("Information"). You may provide us with Information in a number of ways:

- by supplying us with the Information as listed above, on an individual basis by completing a form on our website, booking a stay with us, signing up to receive a newsletter, registering for an event, or applying for a job; and
- by corresponding with us by email, in which case we may retain the content of your email messages together with your email address and our responses.

Our website also collects non-personally identifiable information about your IP address, your operating system, your browser ID, your browsing activity, and other information about how you interacted with our website.

Cookies

Like many other websites, BERNARD'S ACRE's website uses cookies and similar technologies such as tags and pixels (which we will refer to collectively as "Cookies"). Please see our Cookie Policy for further details of the Cookies used on the site and how you can block such Cookies.

How we use your personal information

When you provide personal information to us, we will use it for the purposes for which it was provided to us as stated at the point of collection (or as is obvious from the context of collection). Examples of the types of use are given in the 'information we collect' section above. The lawful basis for processing your data is based on our legitimate interest to do so in accordance with the context in which it was provided, to meet our contractual or legal obligations, or based on your consent, for example where you have signed up to receive a newsletter.

Data controller

The Chairperson of the Board of Trustees for Bernard's Acre is the data controller of any personal information collected through the BERNARD'S ACRE website. If you have questions on privacy issues, please contact us using the details below.

Security

We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Our website uses secure, password- and firewall-protected servers, and uses SSL encryption. You are responsible for keeping confidential the password you use for accessing our website; we will never ask you for your password (except when you log in to our website). Data processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

Our staff are made aware of this policy and are required to respect the personal data and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to all personal data.

Disclosure of your information

We may disclose your personal information to our third party service providers who process information on our behalf, or to government bodies and law enforcement agencies, where this is necessary to meet the purpose for which you submitted the information, or where we are required to do so by law.

As a result, your personal information may be transferred to countries outside the European Economic Area (EEA) and countries that do not have laws that provide specific protection for personal information. By submitting personal information to BERNARD'S ACRE's website, the visitor is providing explicit consent to the transfer of such information for the fulfilment of their voluntary requests as per the relevant privacy notice.

Sensitive personal information

We ask that you not send us or disclose any sensitive personal information (for example, social security numbers, information related to racial or ethnic origin, political opinions, religion or other beliefs, health, biometrics or genetic characteristics, criminal background, or trade union membership) on or through our websites or via other means.

Your consent

By using our website you consent to our collection and use of the Information as described in this Privacy Policy and in our Cookie Policy. If you do not consent to these terms, you should not use this website. If we change our privacy policies and procedures, we will post those changes on our website or otherwise notify you to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

Third party sites

Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which are linked to ours is subject to that site's own rules and policies.

Data retention

The personal information you submit to us will be retained for as long as is necessary for the purposes for which it was collected as outlined in this Privacy Policy, unless a longer retention period is permitted or required by law. When data held in accordance with this policy is destroyed, it will be destroyed securely in accordance with best practice at the time of destruction.

Your rights

We have a legal obligation to ensure that your information is kept accurate and up to date. Please assist us to comply with this obligation by ensuring that you inform us of any changes to your information. You have the right to request details of the information we hold about you and to delete or rectify any inaccurate information about you by sending us a written request to the address below.

If you have a serious concern about how we handle your information, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioner's Office](#).

Our contact details

by email: datacontroller@bernardsacre.org.uk

Or by post at the office address:
Bernard's Acre Data Controller
C/O Saffron Court
Station Hill
Chudleigh
Newton Abbot
TQ13 0EE