



## **Privacy Policy - Website**

SYCA takes the privacy of your information very seriously. This policy applies to our use of any Data collected by us or provided by you in relation to our website.

### **South Yorkshire Climate Alliance**

South Yorkshire Climate Alliance (SCA Climate Alliance Ltd) is a company incorporated in England and Wales. It is registered at 83 Warmsworth Road, Balby Doncaster DN4 0TN with a registration number 12956544. We have a Data Protection Registration Certificate as registered with the Information Commissioners Office.

For Data Protection Laws, SYCA is the 'data controller'. SYCA determines the purpose for which and the way YOUR Data is processed.

### **Scope**

This policy applies only to the actions of SYCA and its Users with respect to the website. SYCA may provide links to other websites. We have no control over those websites and are not responsible for the content of those websites. This Privacy Policy does not extend to your use of those websites and therefore we strongly advise that you read the privacy policy of other websites prior to using them.

### **The data we collect.**

We may collect the following Data which includes personal Data from you.

Your name and contact information – either/or contact telephone number and email address.

### **How we collect that data**

We collect data in two ways.

#### ***Data that is given to us by you.***

SYCA will collect your data when you complete our enquiries form through the Website or by telephone, email, Facebook enquiries and through any other means.

SYCA will also collect your data when you use our services.

#### ***Data which is collected automatically.***

We automatically collect some data when you visit our website. This may include your IP address, date, times, and frequency of visits to the website.



## **How we use that data**

We collect data so that we can respond to your enquiries in a timely and efficient manner.

It may also be used for internal record keeping so we can notify you, for example, of forthcoming events.

In each case, in accordance with this Privacy Policy.

We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests.

## **Sharing of Data**

We will not share your Data without your implicit instruction and permission.

The only exception is we may share your Data with our employees, volunteers and sessional staff for example in the case of health and safety and if you need to be contacted.

## **How we ensure security of Data held and retention**

We store your data on a secure server which is password protected.

If you suspect any loss of data, misuse or unauthorised access please contact [info@southyorkshireclimatealliance.org.uk](mailto:info@southyorkshireclimatealliance.org.uk) immediately.

Data is only held for the period necessary to fulfil the purposes outlined in this Privacy Policy or until you request that the Data be deleted. For example, for as long as you are a service user/member of SYCA or until your initial enquiry is dealt with.

## **What are your Rights?**

You have the right to request copies of information we hold about you.

You have the right to have your Data corrected if it is inaccurate or incomplete.

You have the right to request we delete your Data from our system.

You have the right to object to our use of your Data including where we use it for our legitimate interests.

To make enquiries or access your rights outlined above, contact [info@southyorkshireclimatealliance.org.uk](mailto:info@southyorkshireclimatealliance.org.uk) in the first instance.

If you are not satisfied with the way your enquiry or complaint was handled, you may refer your complaint to the Information Commissioners Office.



<https://ico.org.uk/>

It is the responsibility of the Directors to ensure this Policy is updated and reserves the right to change this Privacy Policy as deemed necessary or required to do so by law. Any changes will be posted immediately on the website, and you are deemed to have accepted those terms of the Privacy Policy on your first visit to the Website.