

## **Lincoln City Foundation Privacy Policy**

This privacy policy covers how we will protect your data.

It will notify you of the following:

1. What personally identifiable information is collected from you, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to prevent the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organisation, other than as necessary to fulfil your request, e.g. book on to a programme, to fulfil our data reporting requirements and in accordance with our Terms and Conditions.

In the event of an official request from the Police, UK Government and/or Public Health we may need to share elements of your data to assist with an investigation or 'track and trace' initiative due to an epidemic and or pandemic. Only relevant information required will be shared with these departments and only provided once authenticity of the request is obtained.

Unless you ask us not to, we may contact you via email in the future to tell you about offers and new products or services which may be of interest to you. We will contact you in regard to any changes to this privacy policy and procedures relevant to your programme.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website or at the end of this document:

- See what data we have about you, if any
- Change/correct any data we have about you
- Have us delete any data we have about you
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example but not exclusive to, billing or customer service) are granted access to personally identifiable information. All personally identifiable information is kept in a secure environment.

### **Sharing**

We partner with third parties to provide our online booking systems. When the user signs up for these services, we will share names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

### **Links**

Our websites may contain links to other sites. Please be aware that we are not responsible for the content or privacy processes of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### **Updates**

Our Privacy Policy may change from time to time and all updates will be communicated as appropriate.

If you have any queries or concerns regarding this privacy policy, you can contact us via telephone on 01522 563792 or email via [enquiries@lincolncityfoundation.co.uk](mailto:enquiries@lincolncityfoundation.co.uk)

**Last update: 24 June 2022**

**Next Review date: 24 June 2023**