**Privacy Notice (Short version)**

* This privacy notice relates solely to the collection of personal data and nothing more. We collect personal data purely for the purpose of conducting our business properly. We do not collect information unless specifically needed. This principally relates to employees, volunteers, trustees, sub-contractors, hirers, service users and stakeholders but may apply to others as the case may be.
* We do not take any personal data from you unless specifically required under relevant legislation or in order to be able to conduct our work.
* You have the right to
  + Update your information \* Withdraw your consent
  + Delete your data \* Object or restrict data processing
  + Move your data
* We retain data for as long as it is needed as per our Records Retention Policy/legislation but generally this is no longer than 6 years maximum
* Questions or complaints can be made by contacting our Manager using the following email address …………………………………
* We do not pass on data to any third parties unless required for employment or similar purposes eg HMRC

A full copy of our Privacy Policy is available by emailing the address cited above.