



Privacy and Cookies Notice

This notice explains the personal data we are processing about you and how and why we are doing so.

Our identity and contact details

The Camphill Village Trust Limited (CVT) is a national charity and social care provider. We can be contacted by writing to The Kingfisher offices, 9 Saville Street, Malton, North Yorkshire, YO17 7LL, emailing trustoffice@cvt.org.uk, or telephoning during office hours 01653 228322. We do not have a Data Protection Officer but our data & privacy officer can be contacted at dpo@cvt.org.uk.

Why we process your personal data

| Description of the data involved | Why we process it (the purpose) | The legal basis for processing |
|---|---|--------------------------------|
| The personal information we collect might include your name,, email address, which you have given to us and the nature of your enquiry. | We process your information in order that we can respond to your enquiry. | Consent |

Cookies on our website

Cookies are small files which websites store on your computer and which contain various types of information about your visit to a website. They are not viruses or malicious software but they are generally aimed at providing you with a good experience when browsing a site by, for example, remembering your preferences so that you do not need to reset them every time you visit the website.

Some cookies collect information about browsing behaviour by people who access this website via the same computer or device. This includes information about pages viewed and the user journey around a website. We do not, however, use cookies to collect or record information on users' name, address or other contact details. We are able to use cookies to monitor individual user browsing behaviour but third parties are not able to identify users using cookies.

Cookies normally expire after a length of time which can vary from a few minutes to more than a year. Some cookies are 'session cookies' which are deleted when you close your internet browser or after a period of inactivity. Others are 'persistent cookies' which remain on your computer until their expiration date.

You may restrict or block cookies which are set by any website through your browser settings. Your browser settings also allow you to clear your browsing history and delete cookies. Information about how you can do this can be found on this link

<https://ico.org.uk/for-the-public/online/cookies>

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit <http://www.allaboutcookies.org>.

Mobile devices may have their own settings and you need to refer to the manual of the device.

Please note that restricting or disabling cookies may impact the functioning of parts of our website.

Our website uses the following cookies:

| Cookie | Name | Purpose | More information |
|------------------|----------------------------------|---|---|
| Google Analytics | _utma _utmb _utmc _utmz | These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. | Click here for an overview of privacy at Google |

By using this website, you consent to having the above cookies stored on your computer or device.

We do not normally use automated decision-making but if we do we would tell you.

To opt out of being tracked by Google Analytics across all websites

visit <http://tools.google.com/dlpage/gaoptout>.

Please note that if you choose to disable any or all of the cookies set by this website, some website functionality will no longer be available to you.

If you have any other questions or concerns please contact us.

Where we obtain your personal data from

Personal data is normally provided by you. If we may receive personal data about you from other people or organisations we will set this out below:

| Description of the personal data | Who we may receive it from |
|----------------------------------|----------------------------|
| Name and email address | As above |

At times, we may further process personal data we have already .We only do this if the new purpose for the processing is compatible with the original purpose that the data was collected for or we have first told you why we now need to process that personal data.

Who we might share your personal data with

| Who we might share with |
|--|
| Data is shared according to the choices you make when contacting us on the 'Get in Touch ' Form. This may be a representative at one of our communities, a representative of our 'Shared Lives' Initiative or a representative in our General Office |

Safeguarding your personal data

We do not process personal data outside of the EU. This means that wherever your data is processed, it is covered by the General Data Processing Regulations.

How long we keep your personal data

Our retention periods take into account legal requirements and practical considerations. If the retention period information is not provided below, please see our retention policy:

www.cvt.org.uk/retention

Your rights as a data subject

You have the following rights: to be informed how your data is processed, to gain access to your personal data, to have errors or inaccuracies corrected, to have your personal data erased in some limited circumstances, to object to the processing for marketing purposes or when the processing is based on the public interest or other legitimate interests, to restrict the processing of your personal data in limited circumstances, to obtain a copy of some of your data in a commonly used electronic form in some limited circumstances, and rights around how you are affected by any profiling or automated decisions. You have the right to complain to the ICO about the way in which we process your personal data. Please see the further information provided: www.cvt.org.uk/privacyrights or visit the Information Commissioner's Office website www.ico.org.uk.

If you wish to exercise any right, or for any queries you may have, or if you wish to make a complaint, please contact us at dpo@cvt.org.uk.