

Privacy Policy – Hope4Creation

This website is operated by the Hope4Creation Foundation whose registered address is Prama House, 267 Banbury Road, Oxford, OX2 7HT. We are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating electronically with us.

This policy sets out how we process any personal data we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you when you visit this site. By visiting the [Hope4Creation website](#) you are accepting and consenting to the practices described in this policy.

Types of information we may collect from you

We may collect, store and use the following kinds of personal information about individuals who visit and use our website:

Information you supply to us. You may supply us with information about you by filling in forms on our website. This includes information you provide when you submit a contact/enquiry form, i.e. the 'Express your interest' form for participant and facilitator courses. The information you give us may include your name and e-mail address, and any other information you choose to enter.

Information our website automatically collects about you

With regard to each of your visits to our website we may automatically collect information including the following:

- technical information, including a truncated and anonymised version of your Internet protocol (IP) address, browser type and version, operating system and platform;
- information about your visit, including what pages you visit, how long you are on the site, how you got to the site (including date and time); page response times, length of visit, what you click on, documents downloaded and download errors.

Cookies

Our website does not use tracking cookies.

How we may use the information we collect

We use the information in the following ways:

Information you supply to us

We will use this information:

- to provide you with information and/or services that you request from us, such as details of participant and facilitator courses;
- That's it. Main purpose.

Information we automatically collect about you

We will use this information:

- to administer our site including troubleshooting and statistical purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- security and debugging as part of our efforts to keep our site safe and secure.

This information is collected anonymously and is not linked to information that identifies you as an individual. We use Google Analytics to track this information. Find out how Google uses your data at <https://support.google.com/analytics/answer/6004245>.

Disclosure of your information

Any information you provide to us will be emailed directly to us. Any data that may be collected through this website that Squarespace processes, is kept secure and only processed in the manner we instruct them to. Squarespace cannot access, provide, rectify or delete any data that they store on our behalf without permission.

We do not rent, sell or share personal information about you with other people or non-affiliated companies.

We will use all reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Third party links

Our site may, from time to time, contain links to and from the third-party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

How long do we keep your personal data?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of

your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your rights – access to your personal data

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time, while the University Church still has your data;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another.

Queries and complaints

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Communications Associate (Data Protection Officer) at Hope4Creation, Prama House, 267 Banbury Rd, Oxford OX2 7HT, 01865 339-375 or info@hope4creation.com.

We will provide your personal data to you within the statutory time frames. To enable us to trace any of your personal data that we may be holding, we may need to request further information from you.

If you do not feel that your complaint has been dealt with appropriately, please contact Charlotte Bannister-Parker at charlottebannisterparker@gmail.com

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or <https://ico.org.uk/global/contact-us/>

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.