



Privacy Policy

FOLIO Sutton Coldfield is a registered charity, registered in England and Wales, charity number 1175929.

Protecting the privacy and personal data of our visitors is very important to us. This information explains what data we collect and how it is used.

Personal Information we collect

When you contact us, we may ask for or retain personal information you volunteer to us in order support you with your enquiries or provide you with a service. This information may include (but may not be limited to):

- Your name
- Contact details such as email address and telephone number

This information may be collated via

- E-mail
- Telephone or face to face enquiries
- Event registration
- Social media

We will only use and store personal information for as long as it is required.

We process your data only for specific and limited purposes. We only ask for data that is adequate, relevant and not excessive for those purposes.

We will use your data to:

- Send you any information you may have requested
- Contact you in response to enquiries you have made
- To provide services or information that you have requested
- To capture events or celebrations (such as quotes or photographs)
- Marketing our services through marketing materials (such as flyers, newsletters, posters)

Website and Social Media Use

We do not collect personal data about you when you browse our website or social media pages.

Facebook and Twitter data collection is obtained through the websites to provide statistical information regarding people who are registered users of these social media services. These service providers collect this data, which then allows FOLIO Sutton Coldfield to understand how these services are used in an effort to reach new audiences. FOLIO Sutton Coldfield only has access to aggregated data from these companies, not identifiable personal information.

By interacting with our social media pages (such as FOLIO Sutton Coldfield's Facebook page) you agree to the use of your information in accordance with this privacy policy.

Storing your Personal Data

Keeping your personal information secure is important to us. All personal information is securely stored electronically or within securely stored paper files. Your personal information is only accessible to Trustees of FOLIO Sutton Coldfield or commissioned providers of events where relevant (e.g. information on emergency contact details).

Personal information that we no longer need is securely disposed of and/or anonymised. Some personal information may be retained by us in archives for historical purposes such as photographs of celebration events. Where this applies, we will do this in a manner that complies with applicable data protection law.

FOLIO Sutton Coldfield will regularly review the personal information and records we hold, and delete what is no longer required or where we no longer hold legitimate grounds for retention.

Information sharing

Your information will not be shared with third parties without your consent unless:

- We are required to in order to protect an individual's life (such as safeguarding or police investigations)
- We are required by UK or EU law to comply with a legal obligation from government agencies (e.g. benefit fraud investigations)
- To carry out official functions in the public interest (e.g. reporting of a crime)

Please note: We may share anonymous data with third parties for the purpose of funding requirements.

Opting Out

If you would like your information to be removed from our records or your contact preferences amended, please e-mail secretary@foliosuttoncoldfield.org.uk.

If you would like to complain about our practices or how your information has been handled you can contact the Chair of FOLIO Sutton Coldfield on chair@foliosuttoncoldfield.org.uk or you can directly contact the Information Commissioner's Office on 0303 123 1113 / <https://ico.org.uk/concerns/>

We may revise this privacy statement at any time, without notice.

Any new policy will be effective from the date it is published by us.

The policy was last updated on March 25 2019.