

Barrow Cadbury Trust Privacy Policy

At Barrow Cadbury Trust (which for the purpose of this policy includes T2A, Connect Fund and Fair by Design Campaign) we're committed to protecting and respecting your privacy. This Policy explains when, why and what personal information we collect about people who visit our website or subscribe to any of our e-newsletters, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this policy from time to time so please check this page from time to time to ensure that you're happy with any changes. By using our website you accept the conditions set out in this privacy policy.

Any questions regarding this Policy and our privacy practices should be sent by email to m.okelly@barrowcadbury.org.uk or by writing to Barrow Cadbury Trust, Kean House, 6 Kean Street, WC2B 4AS. Alternatively, you can telephone 0207 632 9060.

Who are we?

Barrow Cadbury Trust is an independent, endowed, charitable foundation.

How do we collect information from you?

We obtain information about you when you use our websites, for example, when you complete the contact form, when you submit an online expression of interest or application, or when you sign up to receive any enews from our websites, from an enews itself, or via Twitter.

What type of information is collected from you?

The personal information we collect might include your name, name of the organisation you work for, email address, IP address, and information regarding what pages are accessed and when, which we will access via Google Analytics for evaluation and monitoring purposes.

Use of 'cookies'

Like many other websites, the Barrow Cadbury Trust and its T2A, Connect Fund and any other websites we may have in the future, use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This information helps us to improve our website.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in some of our website features not functioning. For further information on cookies visit www.aboutcookies.org

How is your information used?

We may use your information to:

- Contact you regarding queries raised in the contact form;
- Carry out our obligations arising from any contracts entered into by you and us;
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;

- Send you communications which you have requested and that may be of interest to you.
- Process a grant or job application.

We keep our retention periods for personal information under review. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive communications from us about our work, campaigns, events, surveys etc. which we think you might be interested in, or our e-news, you can unsubscribe on the communications themselves. Alternatively please send an email to the administrator [here](#), phone us on 0207 632 9060 or write to us at Barrow Cadbury Trust, Kean House, 6 Kean Street, London, WC2B 4AS.

How you can access and update your information

The accuracy of your information is important to us. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You can do this by the following methods: Send an email to the administrator [here](#) and request the information held about you; phone: 0207 632 9060 or write to us at Barrow Cadbury Trust, Kean House, 6 Kean Street, London, WC2B 4AS.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it is treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

[Links to other websites](#)

Our websites may contain links to other websites run by other organisations. This privacy policy applies only to our websites, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

[16 or Under](#)

We are committed to protecting the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

[Review of this Policy](#)

We regularly review this policy. This policy was written in January 2018.