

# The Rainbow Centre for Conductive Education – Data Protection

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## **Privacy Statement**

At The Rainbow Centre for Conductive Education, we are committed to protecting your privacy. This statement is made in the light of the requirements of the Data Protection Act 1998 in order to alert valued contacts to The Rainbow Centre data processing practices which will govern the processing of your data. If you have any queries about this statement please contact the **Data Controller** at; The Rainbow Centre, The Bradbury Building, Palmerston Drive, Fareham, Hampshire, PO14 1BJ. Email: [enquiries@rainbowcentre.org](mailto:enquiries@rainbowcentre.org)

### **How do we collect information?**

We will obtain personal information from you when you enquire about our Conductive Education Services and activities, register with us, make a donation to us or otherwise provide us with personal information. We may also receive information about you from third parties, for example from a friend who wants to tell you about the website.

### **What information do we collect?**

The types of information collected might include names, date of birth, other personal information, e-mail address, postal address, telephone number, fax number and credit/debit card details.

### **How do we use this information?**

We will use your personal information to provide you with the services, products or information you have requested, for administration purposes and to further our charitable aims, including fundraising activities. We may need to share your information with our service providers, associated organisations and agents for these purposes.

We only use your personal information for direct marketing purposes if we are allowed to do this by law AND if we have your consent. You can change your mind at any time by contacting the Data Controller listed above, or email: [enquiries@rainbowcentre.org](mailto:enquiries@rainbowcentre.org) to unsubscribing via email.

### **How do we protect personal information?**

We use a secure server when you make a donation via our website. We also take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

### **Will we disclose the information we collect to outside parties?**

As indicated above, we will ONLY pass your information to our service providers and agents, IF you have consented. We may also be requested to disclose some information by law. In such an event, it is our intention to advise you of such requests prior to any disclosure being made.

### **Your consent**

By providing us with your personal data, including sensitive personal data, you consent to the collection and use of any information you provide in accordance with the above purposes and this privacy statement.

### **Right of access**

You have the right to ask for a copy of the information we hold about you (for which we may charge a small fee) and to have any inaccuracies in your information corrected.

### **Changes**

If your personal details change, please help us to keep your information up to date by notifying the Data Controller listed above.

We reserve the right to amend this privacy statement. If we do so, we will post notice of the change on our website and you will be deemed to have accepted such changes.

### **Conductors**

If you contact the Conductors, you may choose to provide details of a personal nature. Only the Conductors use your personal information and only for the purposes of dealing with your enquiry/enquiries. They will not pass on your details to anyone else without your express permission. Your personal information and details of the enquiries received are stored on a secure database. If for any reason you wish to have these personal details removed from our records, please contact the Data Controller listed above.