

## Privacy statement

Anyone who uses this website will be called "You" in these Rules.

Grapevine (Coventry and Warwickshire) Ltd will be called "Grapevine" or "We" in these Rules.

Grapevine wants to protect any personal information that You give to us.

This statement is made in order to comply with the provisions of the Data Protection Act 1998, and to tell You how Grapevine will use any personal information that You give to us.

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

We get personal information about You when You sign up for our newsletter or give us personal information in any other way.

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

The types of personal information we might ask for may include Your name, address, gender, email address, telephone number, fax number, age..

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

We will use the information that You give to us:

- to send You information, products or services
- to look at how we can make the information, products and services we offer to You better. (including this website)
- to contact You about events, fundraising, campaigning and our other work.

For all the ways that we may use Your information, we may need to share Your information with other companies that help us provide any of our services, or other companies that we work with.

We may also share Your information with other organisations who share our charitable aims or other organisations that support our aims, including other companies that we may work or fundraise with.

We may sometimes contact You with offers from companies that benefit Grapevine and may be of interest to You.

When You give us Your personal information You will be given the chance to tell us if You do not want to agree us sharing Your personal information with other companies, and You can change Your mind at any time by contacting us:

## **Do we use 'cookies'?**

'Cookies' are small pieces of information sent to Your computer and stored on Your hard drive to allow an organisation who owns the website to know who you are when You next visit the website.

Grapevine may store information about You and Your activity in cookies. If You want to delete any cookies that are already on Your computer, please read the instructions for Your file management software to find the file that stores cookies.

If You want to stop cookies being filed on Your computer in the future, please read Your internet browser's instructions. Please note that by deleting or disabling future cookies You may not be able to use certain parts of our site.

## **What happens when You link to another site?**

This Privacy Statement applies to Grapevine only. We do not pass on any personal information about You to any other website when You link to another website from this one.

If You use a link from the Grapevine website to another website You must read the privacy statement of that other website to know how they may use any personal information that You may give to them.

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

We will make sure that any personal information that You give to us is kept secure, and only keep it for as long as it is needed any only for the purposes for which you have agreed we can use it.

## **Under 18 year olds**

If You are 18 or under, please get Your parent/guardian's permission before You give us any personal information about Yourself.

## **Your consent**

By giving us any personal information You are agreeing to our use of that information as it says in this Privacy Statement.

## **Right of access**

You have the right to ask for a copy of the information that we have about You, and we may charge a small fee to do this.

Also, if any information that we have about You is wrong, You can ask us to correct it for You.

## **Changes**

If Your personal details change, please help us to keep those details up to date by telling us about any changes.

If You want to see what information we have about You, or need to tell us about any changes to the information that You have given to us, please contact:

Grapevine

123 Upper Spon Street, Spon End

Coventry CV1 3BQ

024 7663 1040

[admin@grapevinecoventryandwarwickshire.co.uk](mailto:admin@grapevinecoventryandwarwickshire.co.uk)

We may change this Privacy Statement at any time. If You use this website after changes are made You will be agreeing to those changes.