

## **Chrysalis Website Privacy Policy**

Chrysalis (Cumbria) Ltd is committed to preserving the privacy of all visitors to [www.chrysalis-cumbria.co.uk](http://www.chrysalis-cumbria.co.uk). Please read the following privacy policy to understand how we use and protect the information that you provide us. Chrysalis (Cumbria) Ltd may revise the privacy policy at any time by updating this posting. You should check this Website from time to time to review the then current privacy policy.

### **About Us**

Chrysalis (Cumbria) Ltd is an association incorporated as a private company limited by guarantee registered number 05751140. The charities registered office is Leaside, Longthwaite Road, Wigton, Cumbria, ENGLAND CA7 9JR. We are registered as a charity, registration number 1116125, and full details of the organisation can be found on the charity commission website. We are registered under the Data Protection Act as a data controller, under registration number Z9953133. Our data protection officer can be contacted at [info@chrysalis-cumbria.co.uk](mailto:info@chrysalis-cumbria.co.uk)

### **Information that we collect from you**

When you use this site you may submit information to us through our online form in the **Contact Us** page of the Website. We may also collect information about you from messages you post to the website and e-mails or letters you send to us.

### **Use of you Information**

We will hold your information securely and use it only in compliance with the applicable current data protection laws. We will use your information to provide you with updates and the other information that you have requested. We may also use and analyse the information we collect so that we can administer, support, improve and develop our services. Further, where you have consented, we might also use your information to let you know about other services that we offer or events that may be of interest to you. If you change your mind about being contacted in the future, please let us know by contacting [info@chrysalis-cumbria.co.uk](mailto:info@chrysalis-cumbria.co.uk) and your details will be removed from our records.

### **Disclosure of your Information**

The only parties to whom we may disclose your information to are as follows:

- Our employees who process the information for the purposes for which you have made it available to us
- Our suppliers, advisers and auditors who may have incidental or necessary access to your information in the process of providing services to us, however they will be obliged to treat your information as confidential.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide us without your consent.

## **Transfers of Data**

Although information that you submit to us by email or through our **Contact Us** page on this Website may, incidentally in the course of transmission, be transferred outside of the European Economic Area (EEA) we will not otherwise transfer your information outside of the EEA. This is because the laws protecting information outside of the EEA may be less protective than those within the EEA where data protection laws are harmonised.

## **Security and data retention**

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or for as long as the law requires.

## **Accessing and updating**

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact our data protection officer at [info@chrysalis-cumbria.co.uk](mailto:info@chrysalis-cumbria.co.uk)

We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.