Privacy Policy

WHO WE ARE

We (or 'us') means the Parliamentary Diabetes Global Network hereafter referred to as PDGN, a registered charity (number 1175548). We are a limited company (number 10339168) and our registered address is Lyndhurst, 15 Oldway Road, Paignton, Devon, TQ3 2TF.

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy.

If you have any queries about this Privacy Policy, please contact us at info@pdgn.co.uk.

YOUR PRIVACY

Everyone has rights with regard to the way in which their personal data in handled. During our activities, we will collect, store and process personal data about our members, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act and equivalent EU regulations.

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

HOW DO WE COLLECT PERSONAL INFORMATION?

We collect personal information about you when you interact with us for example when you visit our website, become a member of PDGN, or when you make a donation to PDGN.

WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal information we collect about you may include your name, position, postal address, email address, phone numbers.. We do not collect "sensitive personal data" about you.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

HOW DO WE USE PERSONAL INFORMATION?

We use the personal information collected from you for these purposes:

- to provide the support and services you expect from PDGN.
- to inform you of news, developments and events you may be interested in connection with your membership of PDGN.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for PDGN to use this information in order to provide you with our services.

DO WE PROVIDE INFORMATION TO OTHER PARTIES?

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

PDGN is only permitted to contact you if you gave us specific consent. PDGN might send you updates about news, events and advocacy activities. Where we use third parties, we require them to adhere to appropriate controls to protect personal information.

YOUR CHOICES

You have a choice about whether or not you wish to receive information from PDGN. You can cancel your membership and unsubscribe at any time by

COOKIES

Cookies are small text files stored on your device when you access most websites on the internet or open certain emails. Among other things, cookies allow a website to recognise your device and remember if you've been to the website before. We use the term cookie to refer to cookies and technologies that perform a similar function to cookies (eg tags, pixels, web beacons, etc). Cookies can be read by the originating website on each subsequent visit and by any other website that recognises the cookie.

We use these to improve our user's experience of our website, temporarily store data and understand the parts of the website that users are visiting.

We use cookies in order to make our website easier to use and, to support the provision of information and functionality to you.

Cookies are also used to help us gather statistics on the use of our website anonymously. as well as to provide us with information about how the website is used so that we can make sure it's kept as up to date, relevant and error free as we can.

By using our website you agree to our use of cookies, including setting and reading cookies on your device. You can choose to restrict or block cookies through your browser settings at any time. For more information about how to do this, and about cookies in general, you can visit <u>www.allaboutcookies.org</u> and <u>www.youronlinechoices.eu</u>

Whilst certain cookies may be set as soon as you visit a website, you can remove them using your browser settings - but this may impact the functionality or performance of the website.

Please note that third parties (including, for example, advertising networks and providers of external services like website analysis services) may also use cookies, over which we have no control, although we may receive services from these third parties (including, for example, for targeted advertising purposes and website analytics).

HOW YOU CAN UPDATE YOUR INFORMATION

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@pdgn.co.uk

SUBJECT ACCESS REQUESTS

You have the right to request a copy of the information we hold about you; we reserve the right to charge a small fee (no more than $\pounds 10$) for information requests in order for us to cover our costs in providing you with details of the information we hold about you especially where the request is deemed to be excessive, repetitive or unfounded.

COMPLAINTS

In the first instance, you should contact PDGN. If you remain unhappy with our use of your personal data, you have the right to complain to the <u>Information Commissioner's Office</u>. We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to Adrian Sanders, Secretary General at adrian@pdgn.co.uk