

## **Privacy Policy July 2018**

At West Yorkshire Community Accounting Service (WYCAS), we are committed to respecting your privacy and protecting your personal information.

We promise to respect all personal information that you share with us, or we receive from other organisations, and keep it safe. We will be clear when we collect your personal information and we will not do anything you would not reasonably expect us to. This privacy policy, together with our cookies statement, will explain how and why we use your personal information, to ensure you remain informed and in control of your information. When you use our website or our services, you are agreeing for us to store and process your data.

You give us your data directly for example when you sign up for training or request a service from us. Sometimes we may get the data indirectly when an organisation you work for or volunteer with passes on your data as part of their work. You should check their privacy policy. We may collect the following types of information: name and job title, contact information including email address or other information relevant to you or your organisation.

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons: internal record keeping, to send you surveys or things which we think you may find interesting, to process your organisations accounts and our legitimate business needs.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we are putting in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so or where you have specifically agreed for example for sharing with software we use for such as invoicing you or complying with legalities. We will only retain your personal information for as long as required for the purposes for which it was originally intended. You are in control of how we contact you and you can unsubscribe from any of our emails by letting us know.

You may request details of personal information which we hold about you under the Data Protection Act 1998. You can write to us 34 Lupton Street, Leeds LS10 2QW or email us at [info@wycas.org.uk](mailto:info@wycas.org.uk). If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.