

Swingcroft Ltd – incorporating “The Farmschool”

Privacy Notice

Swingcroft Ltd is run by its directors and they are therefore responsible for the collating and storage of personal data. They are committed to keeping such personal data safe and secure.

Data

This privacy policy applies to all personal data collated and processed on all websites, databases and in paper form which are owned or managed by Swingcroft Ltd.

Swingcroft Ltd have details of people and businesses who provide products and services to the business.

Details of people, societies, clubs and businesses who enquire about the rental of, or who do rent The Farmschool as follows: Name, Address, Contact Telephone Numbers, email Addresses and details about the booking i.e. booking data. We hold and process your Booking Data as we have a legitimate interest in doing so and in the case of a confirmed hiring, a contract with you. We do not collect or process sensitive personal data as defined by GDPR 2018.

We hold and process Services Data as we have a legitimate interest in doing so and, in the case of products or services purchased from you, a contract with you.

We do not give or sell data to any third party.

Data Storage and Security

The directors will keep personal data secure by

- a. If it is in paper form, keeping it secure and only allowing access to it to directors or approved staff members and volunteers.
- b. If it is in digital form, it will be kept on a password protected system, which is protected by up to date anti-malware software and all anti-virus and other software updates will be made at the time of the release. The screen lock will set to protect any information from being seen when the computer is not in use. Moveable media, to which data is downloaded, will be kept as if it was paper data.

When deleting data

- a. If the data is in paper form, it will be shredded
- b. If it is in digital form, it will be deleted AND put beyond use

Website

This privacy policy relates to our websites:

www.thefarmschool.org.uk

Our website contains links to other websites and these will be covered by their own privacy policies.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org. Cookies are not used to identify you personally. We do not allow any third party use or share our analytical data.

Your rights

You can see the information held by Swingcroft Ltd at any time. Please contact Mr Ian Pigott on 01582 349850; or by emailing info@thralesend.co.uk ; or writing to Swingcroft Ltd. The Farm Office, Thrales End Farm, Thrales End Lane, Harpenden, Herts. AL5 3NS. You can ask for your data to be removed at any time or for inaccurate data to be amended.

Changes to the Privacy Policy

We keep our privacy policy under regular review and we will place any updates on our website. This policy was last updated on 25th May 2018.