



**17 Wardhill Road, Balornock, Glasgow, G21 3NN**

**Email: [info@brunswickcentre.org](mailto:info@brunswickcentre.org) Web: [www.brunswickcentre.org](http://www.brunswickcentre.org)**

The Brunswick Development Trust Ltd (BCDT) is the parent organisation of the Brunswick Centre, Brunswick Kabin and all other Services delivered by the Brunswick for community benefit. This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website, fill in a consent/ membership form, participate in a consultation etc.

#### **Topics covered in this Privacy Policy:**

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What is your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities
- What data do we collect?

#### **Our Company collects the following data:**

Personal identification information (Name, email address, phone number, etc.) this is collected via Membership Forms, Registration, Consultation & Food Order via Brunswick Kabin online ordering.

#### **How do we collect your data?**

You directly provide BCDT with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a community survey or provide feedback on any of our message boards (social media) or via email enquiry.
- Use or view our website via your browser's cookies.

- Register interest for a group/ service.
- Complete a membership form.
- Sign up to our Parental What's App Group.
- Sign up for a User What's App Group.

BCDT may also receive your data indirectly from the following sources:

- Partner Organisations/ Other Voluntary Organisations
- Local Authority
- Police
- Education Establishments
- Local Housing Associations etc.

Our Community Consultation & Surveys will always try to anonymise the individual, however in some cases this may not be possible. In those incidences, we will make every effort to ensure names & personal details do not appear on any formal documentation.

We have No age limit or restriction to community consultation's / community survey's given the nature of our client groups and age ranges (4 years to Adult Hood).

#### **How will we use your data?**

BCDT collects your data so that we can:

- Process your enquiry, manage your membership.
- Email you with an online newsletter for other services we think you might like.
- Create a better online experience.
- To produce reports with statistical information within the locality which will direct future service.
- Co-produce new services for community benefit.

If you agree, BCDT may share your data with our partner organisations so that they may.

- Offer you, their services.
- To produce reports with statistical information within the locality which will direct future service.

When BCDT processes your Brunswick Kabin or Brunswick Party order, it may Store your data to

- Rate service via customer survey
- Create a better online experience.

#### **How do we store your data?**

- BCDT securely stores your data at the Brunswick Centre, 17 Wardhill Road, Glasgow, G21 3NN in a secure computer system or in a secure/ locked filing cabinet (hard copy forms).
- BCDT will keep your DATA both Online & Hard Copy for 7 years. Once this time period has expired, we will delete your data by secure deletion (online) or shredding (hard copy).

## **Marketing**

BCDT would like to send you information about products (Party's & Kabin) and services of ours that we think you might like, as well as those of our partner organisations if appropriate via online newsletters & targeted ads. We may also incorporate partner details / services we think may be of benefit, these may be from;

- Partner Organisations
- Local Authority
- Police
- Education Establishments
- Local Housing Associations etc.

If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop BCDT from contacting you for marketing purposes or giving your data to other members of the BCDT group/ services.

If you no longer wish to be contacted for marketing purposes, please click [here](#).

## **What is your data protection rights?**

BCDT would like to make sure you are fully aware of all of your data protection rights.

Every user is entitled to the following:

- The right to access - You have the right to request BCDT for copies of your personal data. (We may charge you a small fee for this service).
- The right to rectification - You have the right to request that BCDT correct any information you believe is inaccurate.
- You also have the right to request BCDT to complete information you believe is incomplete.
- The right to erasure – You have the right to request that BCDT erase your personal data, under certain conditions.
- The right to restrict processing - You have the right to request that BCDT restrict the processing of your personal data, under certain conditions.
- The right to object to processing - You have the right to object to BCDT processing of your personal data, under certain conditions.
- The right to data portability - You have the right to request that BCDT transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [info@brunswickcentre.org](mailto:info@brunswickcentre.org)

Call us at: 0141 557 0409.

Or write to us: The Brunswick Community Development Trust Ltd, 17 Wardhill Road, Glasgow, G21 3NN

## **What are cookies?**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### **How do we use cookies?**

BCDT uses cookies in a range of ways to improve your experience on our website,

including:

- Keeping you signed in/ if applicable.
- Understanding how you use our website.

### **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** - BCDT uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** - BCDT uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. BCDT sometimes shares some limited aspects of this data with third parties for advertising purposes.
- We may also share online data collected through cookies with our partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

### **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### **Changes to our privacy policy**

BCDT keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 5<sup>TH</sup> of March 2021.

### **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [infor@brunswickcentre.org](mailto:infor@brunswickcentre.org)

Call us: 0141 557 0409.

Or write to us at: the Brunswick Centre, 17 Wardhill Road, Glasgow, G21 3NN

**How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that BCDT has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

Or write to: ICO, Queen Elizabeth House. Sibbald Walk. Edinburgh. EH8 8FT

