

Amanda Ridings trading as Originate: Privacy Policy

I am committed to protecting and respecting your privacy. This policy sets out the basis on which I hold and use personal data collected from you or provided by you.

If you want to know what information I hold about you or if you have any other questions about this Privacy Policy, please contact me at Amanda@originate.org.uk.

Security and data retention

As a sole trader, I take reasonable measures to protect your information from access by unauthorised persons. In general, I retain your information for an appropriate period or as long as the law requires.

The security of my website is actively managed, and I am alerted to adverse events that may lead to a breach in the security of personal data. In general, my website collects only minimal data to ensure the proper functioning of the site. If you use the 'contact me' page, the information you supply will be handled as outlined below.

Information collected when you use my website (originate.org.uk or .co.uk)

When you visit my website, it may automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including how you came to the site, how you clicked through and from the site, pages you searched for, response times and errors, and lengths of visit to pages;
- page interaction information (such as scrolling, clicks, and mouse-hovers), and methods used to browse away from the page.

Using the information collected by the website

This information will be used to administer the website; to improve the site to ensure that content is presented in the most effective manner for you and for your computer; and to keep the site as safe and secure as is practical.

Cookies

The website uses cookies to distinguish you from other users of the site which may optimise your experience of the site. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The file is then sent back to the server each time the page requests a page from the server. This enables the web server to identify and track the web browser. Cookies are used for a variety of purposes, broadly characterised as functional, marketing, statistics, and preferences.

Currently, we only use functional cookies on this website and, because the site is not able to work without them, they are not optional. They simply save a token on the visitor's computer so that pages can be correctly delivered to the browser. It is possible to adjust your browser settings to refuse cookies, but our website may no longer work as designed.

As part of my web-hosting package, there is an analytics package and I may use this from time to time. This does not require that data is transferred to a third party.

Third party sites

The website may contain links to and from the websites of other organisations. If you follow any of these links, please note that these websites have their own privacy policies and that I do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Information received from you

General: contact details and other administration data

The information I hold has been provided by you – and usually comprises one or more email addresses, phone numbers and a postal address.

I hold this information in an Outlook database, held on a server in my office. I will review it every year and delete contacts details for anyone who has not be in touch with me within two years, with 25 May 2018 as an initial base-line for measurement.

I use this data to support the administration of any work we are doing together including writing proposals and raising invoices (done manually). Occasionally, I use it to inform you of relevant events, most often on an individual, tailored basis.

More personal information arising from our work together

If we are working together, I may hold more personal information about you and I have a detailed policy on how I handle this data. Please contact me if you would like a copy of this.

I do not hold any sensitive personal data in database form.

Using information you give to me

I use information held about you for the purposes for which it was given, or for a reasonably compatible purpose if necessary. If I want to use your details for an unrelated new purpose I will ask your permission.

Disclosure of your information

I do not disclose your information to any third party without obtaining your consent.

Your rights

You are entitled to see personal data that I hold about you. To request this, please email me.

Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated at any time.

Changes to privacy policy

Any changes I may make to the privacy policy in the future will be posted on this page and, where material, notified to you by e-mail.

And finally...

I am a sole trader trying to do my best in the context of laws and regulations that seem far removed from the way I work. If you think I've got something wrong, please let me know, and I will put it right.