

## Privacy Policy

Devon Community Foundation is committed to protecting your privacy. This privacy Policy explains our data processing and your options with reference to the way your personal data is used. If you have any requests concerning the use of your personal data or any queries with regard to our processing of it please contact us by e-mail: [info@devoncf.com](mailto:info@devoncf.com). By submitting your information to us and using the website [www.devoncf.com](http://www.devoncf.com) you consent to the terms of the Privacy Policy and to the use and processing of your information for the purposes set out in it. We may update the Privacy Policy at any time. The latest version of the Privacy Policy will be placed on the Website and you should always review the Privacy Policy prior to using the Website

### Information We Collect

Devon Community Foundation collects the details provided by you at the point of your enquiry for our service this may include your name, address, e-mail address and telephone number.

We also monitor customer traffic patterns on the Website and we monitor use of the Website which enables us to improve the service we provide to our customers via the Website. Like most Websites, there is certain information that is automatically tracked including the Website you came from, which Website you go to next and any searches you have done. This information is used for internal purposes to monitor activity on the Website only. It is kept in a form that does not identify individuals and is deleted after 12 months.

### Use Of Your Information

Devon Community Foundation will use your information to personalise our service to you and to our other customers. We will use your contact details to communicate directly with you and may use your information to send you details of and promotions or special offers, new services and news about Devon Community Foundation. We may contact you by post, telephone or fax for these purposes. We like to hear from our customers and associates to help us improve our service and products. From time to time, we may contact you by post, telephone or fax to ask your opinions. If you do not want to be contacted by post, telephone or fax for these purposes please contact us by e-mail at: [info@devoncf.com](mailto:info@devoncf.com).

If you would like to receive information from us by e-mail regarding promotions, special offers, new services and news, or if you would like us to contact you to ask your opinions by e-mail, please contact us at [info@devoncf.com](mailto:info@devoncf.com).

### Use of Cookies

#### What Are Cookies

A Cookie is a very small text document which often includes an anonymous unique identifier. When you visit a Website, that site's computer asks your computer for permission to store this file in a part of your hard drive specifically designated for cookies. Each Website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a Website to access the cookies it has already sent to you, not the cookies sent to you by other sites.

## **How Do We Use Information We Collect From Cookies**

In some cases, we use cookies to prevent you from seeing unnecessary advertisements or requiring you to log in more than is necessary for security reasons. Cookies, in conjunction with our Web server's log files, allow us to calculate the aggregate number of people visiting our Website and which parts of the site are most popular. This helps us gather feedback in order to constantly improve our Website and better serve our customers. Cookies do not allow us to gather any personal information about you and we do not generally store any personal information that you provided to us in your cookies.

## **Do We Share Your Information With Others?**

We may need to pass your information on to others for the sole purpose of being able to provide you with the services you have requested from us. By entering into an agreement with us to provide you with services, you consent to us passing on your details in this way. If you permit us to pass your information on to selected third parties (by indicating at the time of your initial enquiry with Devon Community Foundation) we may also occasionally pass your details to our other business associates, or other carefully selected organisations to enable you to receive details of promotions, products and services that may be of interest to you.

Devon Community Foundation reserves the right to pass any or all of your personal information to the police or any other relevant body for the purposes of crime detection or prevention or for any purpose associated with your misuse or suspected misuse of the Website or in relation to any legal proceedings or prospective legal proceedings.

## **Keeping Your Information Up-To-Date**

We endeavour to keep all information we hold as accurate and up-to-date as possible. Should you need to notify us of any changes to the information you have previously given us, or you are aware of any inaccuracy in the information we hold on you, please notify us by e-mail at: [info@devoncf.com](mailto:info@devoncf.com) or write to us at:

Devon Community Foundation  
The Factory  
Leat Street  
TIVERTON  
Devon  
EX16 5LL

We may contact you by telephone, e-mail or post periodically to check that the information we hold about you is correct and up-to-date. This is necessary to comply with our obligations under data protection legislation and by submitting your information to us you consent to us doing so.

## How To Stop Receiving Marketing Information From Us

If you wish to no longer receive marketing or market research communications from us e-mail us at: [info@devoncf.com](mailto:info@devoncf.com) indicating this or you can write to us at:

Devon Community Foundation  
The Factory  
Leat Street  
TIVERTON  
Devon  
EX16 5LL

You will then receive no more communications from us.

If you would like us to remove your details from our system, please also contact us confirming this. This may not always be possible, we may have to retain your details for administrative purposes or to comply with our obligations under the Data Protection Act 1998. If it is not possible, we can explain why. If it is possible we will endeavour to do so within 48 hours but we will not be liable for any failure to meet this deadline.

## Your Rights To Access Your Information

You have the right to request access to any personal data that we hold about you. To obtain a copy of the personal information Devon Community Foundation holds about you, please send a £10 fee and a written request to:

Devon Community Foundation  
The Factory  
Leat Street  
TIVERTON  
Devon  
EX16 5LL

Quoting: *Security and Privacy Enquiry*. We will send to you a copy of the personal data we hold about you or advise you why we are entitled to refuse to let you have access to such data.

## Data Protection Legislation

Devon Community Foundation complies with the Data Protection Act 1998 in respect of any personal data we hold.

## Ownership Of The Website

"Devon Community Foundation" is Devon Community Foundation, registered office: Ballard House, West Hoe Road, Plymouth, PL1 3AE

***Disclaimer to Legal content: This content is not an authoritative statement of the law and the information is not a substitute for obtaining legal advice. Whilst every effort has been made to ensure the information provided is correct, Devon Community Foundation cannot accept any responsibility or liability for any errors or omissions.***