# **Privacy policy**

#### Why do we have a privacy policy?

We (Lauriston Farm Ltd Charitable Community Benefit Society ) collect personal information about you when you visit our website, sign up to our newsletter or become a member. This privacy policy tells you what we collect, why we collect it, and how you can access it.

#### What information do we collect?

We collect personal information you give us voluntarily online, for example when you sign up for our newsletter or when you become a member. This can include:

Your full name

Your email address

Your phone number

Your address

We also automatically collect non-personal technical information when you visit our website. This can include:

Your IP address

Your browser type and operating system

Your Time Zone and Location (if provided)

Usage data, for example pages you have visited or things you have clicked on

# Why do we collect your information?

We only collect the minimum amount of personal information necessary to provide you with the services you want. For example, if you just want to sign up for our newsletter, we only take your name and email address.

The non-personal technical information we collect when you visit us online is used to help us improve the website. For example, it helps us to work out what content is popular and why.

We will NEVER sell your data use it for purposes that are not related to the services provided by Lauriston Farm Ltd. However, we may disclose your information to a third party in very specific circumstances, for example if we are required to do so under legal or regulatory obligation.

#### How long do we keep your information?

We try to only keep your information for as long as it is necessary, depending on what the information is and what it is used for.

We keep the non-personal technical information we collect when you use our website for 26 months.

If you have subscribed to our newsletter, we will keep your name and email address on an ongoing basis for our mailing list.

# How is your information stored and managed?

The information we collect from you online is stored on secure servers using trusted third parties, in some cases in countries which are outside the European Economic Area (EEA). For example, we use Mailchimp to deliver our newsletter, which uses its own data centres in the US.

We use secure SSL certification to encrypt our web pages, so all the data passed between your browser and our web server is secure.

We take all measures necessary to prevent your personal information from being accidentally lost or accessed in an unauthorised way. For example, we limit access to your information to only those employees who have a business need for it.

# What if you want to opt out?

If you are signed up to our newsletter and want to stop receiving information from us, you can do so by clicking the 'unsubscribe' link at the bottom of any email we send you. Alternatively, you can send a request to <u>socialfarming@lauristonfarm.co.uk</u>

When you unsubscribe from our mailing list, you will stop receiving information from us but your information may be retained on our system for a time until it is deleted. If you would like us to erase your details completely, send a request to <u>socialfarming@lauristonfarm.co.uk</u>

# How can you access your information?

To find out exactly what information we have about you, send a request to socialfarming@lauristonfarm.co.uk or write to The Secretary, Lauriston Farm Ltd Charitable Community Benefit Society, Goldhanger, Essex, CM9 8AH, England.

We will endeavour to send you the information that you request as soon as possible.

# **Cookie Policy**

When you browse a website, a tiny 'cookie' file can be sent from the website's server to your computer. A cookie is not dangerous, it is simply a data file that helps improve your browsing experience.

We have cookies on our website for the following purposes:

Cookies that are needed for our website to work, for by enabling you to use a shopping cart that remembers your selections.

Cookies that help us improve performance, for example by helping us to analyse how people move around the website when browsing.

Cookies from third parties, such as social media sharing buttons or embedded content like Youtube videos.

# The 'Small Print'

For the purpose of data protection legislation, the data controller is Lauriston Farm Ltd , trading as Lauriston Farm Charitable Community Benefit Society , whose registered address is Goldhanger, Essex, CM9 8AH, England.

We are registered under the Co-operative and Community Benefit Societies Act 2014 as a Community Benefit Society, registered with the Financial Conduct Authority (FCA) Number 7481. Incorporated 1st February 2017