

LEADA

**DATA
PROTECTION
POLICY**

LEADA Cambs CIC Data Protection Policy

LEADA Cambs CIC also operates under the name of LEADA

This policy will explain how our organization uses the personal data we collect from you.

Topics:

- 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 are 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
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What data do we collect?

LEADA collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Allergies, medical conditions and additional needs
- Payment details

How do we collect your data?

You directly provide LEADA with the data we collect. We collect data and process data when you:

- Register by completing a registration form.
- Voluntarily complete a customer survey or provide feedback.
- Use or view our website via your browser's cookies.
- Purchase our services (membership, classes, audience tickets etc)

How will we use your data?

LEADA collects your data so that we can:

- Process your order, manage your account (process payments, provide resources for classes, dates etc)
- Make all reasonable adaptations for individual needs
- Contact you with information on other relevant products and services we think you might like (*this requires consent which can be withdrawn at any time using contact details below.*)
- Provide effective marketing using imagery and videos. This includes but is not limited to LEADA Website, email newsletters, social media posts, print marketing and press (*this requires consent which can be withdrawn at any time using contact details below.*)
- Engage in fundraising activities (grant funding, crowd funding, donations etc)

If you agree, LEADA will share your data with other organisations these include:

- CLLD Cambridgeshire Acre (Participants in CLLD programme; information shared is encrypted)
- Cambs County Council and Norfolk County Council (to comply with Licences to perform in shows)

- Peckover House, National Trust (LEADA members participating in events at Peckover House)

How do we store your data?

LEADA securely stores your data at our main office (see contact details below). Any hard copy is securely locked and electronic copies are password protected.

Your data is accessed only by authorised personnel as necessary in the operation of LEADA and is only shared in specific instances outlined above.

Upon being informed of you leaving, LEADA will delete your data within 28 days. LEADA may keep your contact details to keep you up to date with our services. This will also be deleted upon request within 28 days.

Marketing

LEADA would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies which include:

- Peckover House
- People and Animals

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 LEADA from contacting you for marketing purposes

If you no longer wish to be contacted for marketing purposes, please contact us using the details below

What are your data protection rights?

We would like to make sure you are fully aware of all of your data protection rights. Every member is entitled to the following:

The right to access - You have the right to request LEADA 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 LEADA correct any information you believe is inaccurate. You also have the right to request LEADA to complete information you believe is incomplete.

The right to erasure — You have the right to request that LEADA erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that LEADA restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to LEADA's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that LEADA transfer the data that we have collected to another organization, 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 using our details below

What are cookies?

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

For further information, visit allaboutcookies.org.

How do we use cookies?

LEADA uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- 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** - LEADA 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** — LEADA 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. LEADA 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 advertising 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

The LEADA website contains links to other websites. This policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to this policy

LEADA keeps its Data Protection policy under regular review and places any updates on this document. This policy was last updated on 21 September 2023.

How to contact us

If you have any questions about LEADA's Data Protection 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: linda@leada.biz

Call us: 07523712633

Or write to us at: 232 Lynn Road, Wisbech, Cambs PE13 3EE

How to contact the appropriate authority

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

Call: 0303 123 1113

Website: <https://ico.org.uk/global/contact-us/>