

## **Privacy Policy – Refugee Tales / Gatwick Detainees Welfare Group**

### **Your contact details**

If you give us your email address, we may use it to provide you with information we think is relevant. However we will not share any of your contact information with third parties, unless specifically authorised to do so by you.

If you change your email address or other contact details that we may hold about you, contact us to let us know, or call us on 01293 657070.

### **General**

The information on this page sets out how we manage the personal information of the users of the Refugee Tales website.

The Refugee Tales website provides visitors with anonymous access, you can access and browse our website without disclosing your personal data. However, our site requires registration for certain services, for which you will be required to provide personal data.

### **Data Collection and Purpose Specification**

We collect the personal data that you may volunteer while using our services and we specify the purposes for which your personal data will be used at the point at which this data is collected on our website.

We do not collect information about you from other sources, such as public records or bodies, or private organisations.

We do not collect or use personal data for any purpose other than those indicated at the time your personal data is volunteered and we will not use your personal information for new purposes without first asking you for your consent for your personal data to be used for these purposes.

### **Disclosure**

We do not disclose your personal data to other organisations, without your explicit permission.

### **Confidentiality / Security**

We have implemented security policies, rules and technical measures to protect the personal data that we have under our control from unauthorised access, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss. All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of your personal data.

We ensure that your personal data will not be disclosed to other institutions and authorities except if required by law or other regulation or unless we have already sought your consent.

### **Access to the personal data we may hold about you**

You can ask us whether we are keeping personal data about you and request a readable copy of any personal data which we keep about you, by sending an email to [refugeetales@gdwg.org.uk](mailto:refugeetales@gdwg.org.uk).

Although we may require you to provide proof of your identity in advance, we will aim to respond to your request within a week and we will provide the information without any charge.

We will also allow you to challenge the data that we hold about you and, where appropriate, you may have the data erased, rectified, amended, or completed.

### **Automatic Collection of Information**

We do not automatically log personal data nor do we link information automatically logged by other means with personal data about specific individuals.

Whilst we use cookies to administer our website, we do not use cookies to store personal data nor do we link non-personal information stored in cookies with personal data about specific individuals.

## **Cookies**

Refugee Tales uses 'cookies' on this site. A cookie is a small data file that is transferred to your computer's hard disk. These are used solely for statistical analysis in order to improve our services. They are not used to collect personally identifiable data about you.

Our website may include content embedded from other sites and services such as *Twitter*, *YouTube* and *Eventbrite*; these sites may set additional cookies but we do not pass any personally identifiable information to these services.

If you wish to restrict or block the cookies which are set by our website or any other this can be done through your browser settings. The help function in your browser should give you this information or alternatively go to visit [aboutcookies.org](http://aboutcookies.org) which contains information on how to do this in a variety of browsers. Here you will also find information about how to delete cookies from your computer as well as more general information about cookies. However, restricting cookies will prevent you from being able to use full functionality of websites such as submitting content.

It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

## **Google Analytics**

Refugee Tales uses *Google Analytics*, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate your use of our website and compile reports for us on activity on it. Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using the website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## **Performance cookies**

\_\_utma, \_\_utmb, \_\_utmc, \_\_utmz, \_\_utmx, \_\_utmz

These cookies are set by Google Analytics to track your page views and to allow us to see, anonymously, what our visitors are looking at.

You can reject these cookies and information on how to do this can be found at: [google.com/intl/en/privacypolicy.html](http://google.com/intl/en/privacypolicy.html).

## **Privacy Compliance**

Our privacy policy is compliant with the following instruments:

- UK Data Protection Act 1998
- UK Privacy and Electronic Communications
- Content held within our sites is licensed under Creative Commons licence:
- Attribution-NonCommercial-ShareAlike
- CC BY-NC-SA

## **Regulations**

Refugee Tales has notified under the Data Protection Act 1998 and is subject to Independent Data Protection Authority supervision by the UK Information Commissioner ([ico.org.uk](http://ico.org.uk)).

## **Privacy Support**

If you have an enquiry or concern about our privacy policy, please contact us at [refugeetales@gdwg.org.uk](mailto:refugeetales@gdwg.org.uk).