

Privacy Notice

Synod Fruits Ltd, on behalf of the Listening Methodologies project is committed to ensuring that your privacy is protected. This privacy policy sets out how we use and protects any personal data we collect from you or that you provide to us.

The Listening Methodologies project may change this policy from time to time. We will update it on our website. You should check the policy from time to time to ensure that you are happy with any changes. The website (www.listeningmethodologies.net) is owned and operated by Synod Fruits Ltd, Registered company in England No. 11652014. Our registered office is at 1 Barnard Grove, E15 4BD. The data controller is Synod Fruits Ltd.

Why we collect information

We may collect information from you when using a website, when communicating with us, or when attending any of our events. We only collect information about you so that we can support how you choose to engage with our activity. Any information that you provide to us by which you can be identified will only be used in accordance with this privacy statement.

What we collect

If you choose to, we may collect and process personal information about you such as:

- Name and role
- Organisation
- Contact information including email address
- Demographic information such as postcode, preferences and interests.
- Other information relevant to surveys and/or offers.
- Records of your correspondence with us, if you have contacted us.
- Details of your visits to the website.

What we do with the information we gather

We use this information to understand your needs and provide you with a better service, in particular:

- for internal administration e.g. maintaining activity lists or a list of people attending an event or training.
- we may use the information to improve our activity and services.
- we may periodically send emails about news, events or other information which we think you may find interesting using the email address which you have provided.
- from time to time, we may also use your information to contact you for research purposes. We may contact you by email, phone, or post. We may use the information to customise our work according to your interests.
- if you register for one of our events, we may share your name, organisation and role (but not contact details) with others who have registered or are attending the event.
- to comply with applicable laws.

Storing Personal Data

We will store data you provide when you sign up for communications for as long as you wish to be in contact. You can unsubscribe or change what communications you would like to receive at any time by emailing us at admin@synodfruits.org.uk

How we store your personal data

The data that we collect from you is stored securely on an industry standard Cloud based storage facility. It may also be processed by staff and volunteers or a supplier working for us. These may be engaged in, among other things, the organising of an event, the processing of a donation, or supporting one of our activities.

Your data will always be treated securely and in accordance with this privacy policy. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us (chris@synodfruits.org.uk) or write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. If you believe that any information we are holding on you is incorrect or incomplete, please email us (chris@synodfruits.org.uk) as soon as possible, or write to us at:

1 Barnard Grove, E15 4BD.

Other websites

Our websites contains links to other websites. This privacy policy only applies to our websites so when you link to other websites you should read their own privacy policies.

Cookie policy

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be emailed to us (admin@synodfruits.org.uk) or sent to Synod Fruits, 1 Barnard Grove, E15 4BD.

Your rights and reporting concerns

Should you require further information regarding your rights this may be obtained from the **Information Commissioner's Office**. If you have any concerns about how we have used your data you may report it here: <https://ico.org.uk/concerns>

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