

Cookie & Privacy Policy for www.rocbase.org.uk

At Richmond Opportunity Centre for Business and Social Enterprise Ltd, hereafter referred to as ROCBaSE, we are committed to safeguarding and preserving the privacy of our visitors. This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site.

We are committed to privacy and outline below the information we gather and use. This information will only be used lawfully. We do update this Policy from time to time so please do review this Policy regularly. We reserve the right to edit, amend or revise this website at any time.

INFORMATION WE COLLECT

In running and maintaining our website we may collect and process the following data about you:

Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.

Information provided voluntarily by you. For example: when you register for information for newsletters.

Information that you provide when you communicate with us by any means such as email addresses.

USE OF COOKIES

We may collect information about your computer, including your IP address, operating system and browser type, for system administration and in order to create reports. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

The only cookies in use on our site are for Google Analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors engage with their website. Google Analytics customers can view a variety of reports about how visitors interact with their website so that they can improve it.

Like many services, Google Analytics uses first-party cookies to track visitor interactions as in our case, where they are used to collect information about how visitors use our site. We then use the information to compile reports and to help us improve our site.

Cookies contain information that is transferred to your computer's hard drive. These cookies are used to store information, such as the time that the current visit occurred, whether the visitor has been to the site before and what site referred the visitor to the web page.

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. [Click here to view Google's privacy policy.](#) You can opt out of Google Analytics without affecting how you visit our site - for more information on opting out of being tracked by Google Analytics across all websites you use [click here to visit Google information.](#)

STORING YOUR PERSONAL DATA

In operating our website, it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is treated and stored securely.

Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

Information you provide to us will be stored on local PCs, laptops and/or a portable device held at our offices. All our devices are password protected and security is managed by regularly updated antiviral software.

DISCLOSING YOUR INFORMATION

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- In the event that we sell any or all of our business to the buyer.
- Where we are legally required by law to disclose your personal information.
- To further fraud protection and reduce the risk of fraud.

THIRD PARTY LINKS

On occasion we include links to third parties such as LinkedIn, Twitter and Newsletter control panel on this website. We include links to other sites and dealerships. Where we provide a link, it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

We cannot take any responsibility for the contents or behaviour of third-party sites.

EMAILS, CONTACT AND SUBSCRIPTION DETAILS

The internet and use of e-mail are not secure and by using these methods to communicate with us you accept that there are risks associated with sending information via this method.

ACCESS TO INFORMATION

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

CONTACTING US

Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at

info@rocbase.org.uk