

Privacy Policy

The Archbishop of York Youth Trust (**we, us or our**) is committed to protecting and respecting your privacy as a user of our site (**you or your**).

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (**Act**), the data controller is The Archbishop of York Youth Trust of Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE. We are registered with the Information Commissioner with the number Z4888418.

1. **Information we may collect from you**

We may process the following data about you:

- 1.1 information that you provide by filling in forms on our site www.archbishopofyorkyouthtrust.co.uk (**our site**). This includes information provided at the time of registering to use our site, subscribing to our service, ordering products, posting material or requesting further services.
We may also ask you for information if you report a problem with our site;
- 1.2 if you contact us, we may keep a record of that correspondence;
- 1.3 we may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them;
- 1.4 details of transactions you carry out with us and of the fulfilment of your orders;
- 1.5 details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access;
- 1.6 any videos you partake in and consent to being placed on our site; and
- 1.7 any purposes incidental to those set out above.

2. **IP Addresses**

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

3. Cookies

3.1 Our site uses "cookies". A cookie is a small text file which stores information on your browser or the hard drive of your computer when you access and use our site. Cookies help us to improve our site and to deliver a better and more personalised service to you. Some of the cookies we use are essential for our site to operate.

3.2 Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Please note that our advertisers may also use cookies, over which we have no control.

3.3 We use the following cookies on our site:

Cookie	Type	Used for	Expires
[-utmz]	Google Analytics	Checking how a visitor accesses the site	[insert expiry date]
[-utma]	Google Analytics	Checking how many visitors are using the site	[insert expiry date]
[-utmb]	Google Analytics	Establishing the length of a users session on the site	[30 minutes]
[-utmc]	Google Analytics	Establishing the status of the session	[30 minutes]
[insert]	Wordpress session cookie	[insert]	[insert]
[insert all 4]	Vimeo tracking cookie	[insert]	[insert]
[insert all 9]	Twitter session cookie	[insert all 9]	[insert all 9]
[insert all 4]	ShareThis	[insert all 4]	[insert all 4]

3.4 You can block some cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. To find out more about cookies (including how to delete them) please visit www.allaboutcookies.org. However, if you use your browser settings to block all cookies (including essential cookies) you may not be to access all or parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon you visit our site. Except for essential cookies, all cookies will generally expire after six months.

3.5 We may use Vimeo, Wordpress and Twitter to display video or image content. It may not be possible to block or restrict third party cookies by using your browser settings. You should visit our third party suppliers' websites for more information about how to manage third party cookies. For more information about Google Analytics, including about how Google manages your data and a link to Google's privacy policy, please visit www.google.com/intl/en/privacypolicy.html.

4. **Where we store your personal data**

4.1 The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (**EEA**). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

4.2 All information you provide to us is stored on our secure servers. Any payment transactions will be carried out by our third party payment provider *Sagepay* or *PayPal* and encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

4.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

5. **Using your Information**

5.1 We use information held about you in the following ways:

5.1.1 to ensure that content from our site is presented in the most effective manner for you and for your computer;

- 5.1.2 to provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
 - 5.1.3 to carry out our obligations arising from any contracts entered into between you and us (including the fulfilment of any orders);
 - 5.1.4 to allow you to participate in interactive features of our service, when you choose to do so; and
 - 5.1.5 to notify you about changes to our service.
- 5.2 We may also use your data to provide you with information about goods and services which may be of interest to you and we or they may contact you about these by post or telephone.
- 5.3 If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you.
- 5.4 If you are a new customer we will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data (the registration form).

6. **Sharing your information**

- 6.1 We may disclose your personal information to third parties:
- 6.1.1 in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
 - 6.1.2 if the Trust or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets; and
 - 6.1.3 if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions of supply and other agreements; or to protect the rights, property, or safety of the Trust, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

6.2 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at youth.trust@archbishopofyork.org.

6.3 Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

7. **Accessing your information**

7.1 The Act gives you the right to access information held about you. You can find out if we hold any personal information about you by making a "written subject access request to us". If we do hold information about you we will:

7.1.1 give you a description of it;

7.1.2 tell you why we are holding it;

7.1.3 tell you who it could be disclosed to; and

7.1.4 let you have a copy.

7.2 Any formal subject access request should be made in writing to the address below and may be subject to a fee of £10 to meet our costs in providing you with the details of the information we hold about you.

8. **Changes to our Privacy Policy**

8.1 Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

8.2 Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to youth.trust@archbishopofyork.org