



Data Protection Statement

How we collect personal information about you?

We may collect personal information directly from you when you interact with the David Parr House or the David Parr House CIO. For example: if you make an enquiry about us, purchase a tour from us, sign up to our newsletter, make a donation to us, volunteering with us, applying for a job.

This may take place when you call us, send us a letter, e-mail us, message us through social media or talk to us in person.

We may also receive personal information about you through any partners. We will check that they have secured your consent before we record and store any of this information.

What information do we collect?

The personal information we collect might include your contact details such as name, date of birth, e-mail, postal address, telephone number, and credit/debit card details (if you book a tour, make a purchase or donation), general demographic information, as well as information you provide in any correspondence with us.

If you are applying for a job or volunteering for us, we may collect further information about your employment history, eligibility for employment in the UK, and your eligibility to work with vulnerable individuals.

We also collect non-personal information about the users of our website and social media. For example, whenever you access our website or download information, the web server automatically records the following non-personal information: the date and time you accessed our website, how long you were on the site, your internet domain name, and the internet browser you used.

How do we use your personal information?

We may use your personal information to:

Provide or administer activities relating to all of our services, for example to allow participation in upcoming activities, to arrange tours, purchase of merchandise.

Provide you with information about the David Parr House or the David Parr House CIO. This may be to let you know about events we are holding, provide you with information, volunteering opportunities, house opening times, developments within the David Parr House, disseminating news of the David Parr House and fundraising activities.

Gather feedback from you about your experience so that we might improve the service going forward

To share fundraising updates and activities for your consideration;

Process donations and payments you have made to access the activities we offer, including claiming Gift Aid on your donation from the HMRC if you are a taxpayer;

We may need to disclose your information if required to do so by law (for example, to comply with applicable laws, regulations, and codes of practice or in response to a valid request from a competent authority)/ or, in order to enforce our conditions of sale and other agreements. To do this the David Parr House/CIO may share your information with other partners and suppliers. This may be as they deliver part of our service e.g. payment of tours or to refer. Information shared is never for marketing approaches. To the best of our knowledge we ensure that they store the data securely and delete it when it is no longer needed

We will not use your personal information to:

Sell to third parties for any marketing activities;

We will work to ensure the personal information we hold is up-to-date and accurate. We will periodically contact you to maintain our records and to provide an opportunity for you to update and unsubscribe from our communications.

We ensure that systems services and equipment used for storing data meet acceptable security standards. We carry out periodic deletion of data whose retention period has expired and/or when the need to continue holding such data is no longer necessary.

Who sees your personal information?

The personal information we collect about you will be used by our staff and selected volunteers at the David Parr House/CIO so that we can support your requirements/requests. All staff and volunteers accessing your information are trained in data protection and privacy so they follow the correct procedures to keep your information safe.

Legal and regulatory authorities may see your information, only if it is required by law. Where we report to funders about our services, we will only use anonymised information and will look to aggregate information to protect your identity.

How do we secure your information?

We have implemented appropriate physical, technical, and organisational measures to protect the personal information we have collected from improper access, use, alteration, destruction, and loss.

Your personal information is kept securely in our **offices and in our digital systems**. Processes are in place which only permit access to personal information by approved staff and volunteers. Any debit or credit card details which we receive when payments are made are passed securely to the payment processor (PayPal or Stripe). We do not store card details ourselves

Please be aware, our website may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or Web sites that have links to our site may themselves collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

Your choice

We respect your right to control what personal information we hold about you and you can change your mind at any time. You can remove or add your consent to what personal information we hold, how we can contact you, and what information you would like to receive from us.

How to update or access your personal information:

You may ask us at any time to update, correct, or remove personal information we hold. You also have a right to know what personal information the David Parr House holds about you. To request any changes or receive a copy of your personal information, contact us by:

e-mail: davidparrhouse@gmail.com

Writing: 186 Gwydir Street, Cambridge, CB1 2LW

We will reply to all requests within one month.