

Date: 8/11/2022

Version: V1.0

Approved by: Nicole Schnackenberg (Director, Labyrinth House)

Date of approval: 17th November 2022

Review (date): 17th November 2023

This website is operated by Labyrinth House and whose registered web address is www.labyrinthhouse.org.uk . We are committed to protecting and preserving the privacy of our visitors when using our site or communicating electronically with us.

This privacy notices sets out how we process any personal data we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all UK Data Protection legislation and regulations. By visiting our site [www.labyrinthhouse.org.uk] (our website) you are accepting and consenting to the practices described in this privacy notice.

The type of data we may collect from you

We may collect, store and use the following kinds of personal information about individuals who visit and use our website:

Information you supply to us – you may supply us with information about your organisation by filling in forms on our website. This includes information you provide when you submit an application to access one of our services or submitting a contact/enquiry form. The information you give us may include your name, email address and phone number.

Information our website automatically collects about you – with regards to each visit to our website we may automatically collect information including the following:

- **Information about your visit**, including what pages you visit, how long you are on the site, how you got to the site (including date and time); page response times, length of visit, what you click on and enquiry form entries.

How we may use this information

We use the information in the following ways:

Information you supply to us – we will use this information:

- To provide you with information on Labyrinth House.
- To ensure the services we provide for you and your family meet your needs, including any mobility needs and/or medical needs you may have.

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Information we automatically collect about you – we will use this information to:

- To improve our site to ensure content is formatted in the most effective manner for you and your device.
- Security as part of our efforts to keep our site safe and secure.

This type of data is collected anonymously and is not linked to information that identifies you as an individual. We use Google Analytics to track this information.

Disclosure of your information

Any information you provide to us will be emailed directly to us and stored on a secure database. We do not share or sell personal information about you with other people or non-affiliated companies.

We will use all reasonable efforts to ensure that your personal data is not disclosed, unless required by law or other regulations.

Your rights – access to your personal data

You have the right to ensure that your personal data is being processed lawfully. Your right can be exercised in accordance with data protection laws and regulations. A subject access request must be made in writing to Labyrinth House. We will provide your personal data to you within the statutory time frames. To enable us to trace your personal data, we may need to request further information from you. If you have a complaint about how we have used your personal information, you have the right to complain to the Information Commissioner's Office (ICO).

Changes to our privacy policy

Any changes we make to our policy in the future will be published on this page and, where appropriate we will notify you by email. Please check back frequently to see any changes to our privacy notice.

Contact

Questions, comments, and requests regarding our privacy notice are welcomed and should be emailed to contact@labyrinthhouse.org.uk