

Several Seats CIC



# Privacy Policy

Our Policy





# Several Seats Policy

## PRIVACY POLICY

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### Our Privacy Policy

This privacy policy applies between you, the User of this Website, and Several Seats C.I.C, the owner and provider of this Website. Several Seats C.I.C takes the privacy of your information seriously. This privacy policy explains how we collect, use, share, and protect your personal data in compliance with UK data protection laws, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This privacy policy should be read alongside our [Terms and Conditions](#).

Please read this privacy policy carefully to understand how we handle your data.

### Definitions and Interpretation

- In this privacy policy, the following definitions apply:
  - Data:** Any personal information you submit to Several Seats C.I.C via the Website, which includes but is not limited to, your name, contact details, and browsing information. This definition includes any information defined under the Data Protection Laws.
  - Cookies:** Small files placed on your device by this Website when you access or use certain features. More details can be found in the "Cookies" section below.
  - Data Protection Laws:** Refers to applicable UK laws governing the processing of personal data, including the UK GDPR and Data Protection Act 2018.
  - GDPR:** The UK General Data Protection Regulation, which sets out rules for processing personal data.
  - Several Seats C.I.C:** A Community Interest Company incorporated in England and Wales (Company No. 13118174), registered office: 1 Atherstone Road, Luton, Bedfordshire, LU4 8QU.
  - User or you:** Any third party accessing the Website, who is not employed by Several Seats C.I.C or providing services to us through the Website.
  - Website:** The website you are using, <https://www.severalseats.org>, including any sub-domains unless excluded by specific terms.
- Unless the context requires otherwise, the following interpretation applies:
  - The singular includes the plural and vice versa.
  - References to "you" include any individual using the Website on behalf of an organisation.
  - References to any law or regulation include amendments or updates to that law.

### Scope of this Privacy Policy

- This privacy policy applies only to actions of Several Seats C.I.C and Users with respect to the Website. It does not apply to third-party websites accessible via links on the Website.
- For the purposes of the Data Protection Laws, Several Seats C.I.C is the "data controller," meaning we determine how and why your personal data is processed.

### Data Collected

- We may collect the following types of personal data:
  - Identity Data:** Name, date of birth, and gender.
  - Contact Data:** Email address, telephone number.
  - Demographic Data:** Postcode, preferences, interests.
  - Technical Data:** IP address, browser type, access times, URLs of pages visited on the Website.
  - Usage Data:** Information on how you use the Website, including browsing and clickstream behaviour.

### How We Collect Your Data

- We collect data in the following ways:
  - Data provided by you:** When you contact us, register for an account, complete surveys, enter promotions, or make payments.
  - Data collected automatically:** Information about your use of the Website, including via cookies.

### Our Use of Your Data

- We may use your personal data for the following purposes:
  - Internal record-keeping and administration.**
  - Improving products and services.**
  - Marketing communications** (where consent is provided).
  - Processing payments** for services.
- The legal basis for processing your data is:
  - Performance of a contract:** Where we process data to fulfil our contractual obligations.

- **Legitimate interests:** To improve and personalise our services.
- **Consent:** Where you have consented to receive communications or provided data voluntarily.

### Who We Share Data With

9. We may share your data with:
- **Group companies or affiliates** for administrative purposes.
  - **Professional advisors** for legal and compliance reasons.
  - **Service providers** that process data on our behalf (e.g., payment processors).
10. We ensure that any third parties who process your data comply with data protection regulations and safeguard your personal information.

### Keeping Data Secure

11. We implement organisational and technical measures to secure your data, including:
- **Password protection** for accounts.
  - **Encryption** of personal data where appropriate.
  - **Secure storage** of data on protected servers.
12. In the event of a data breach, we will notify you and the Information Commissioner's Office (ICO) as required under UK GDPR.

### Data Retention

13. We will retain your data only for as long as necessary to fulfil the purposes outlined in this policy, or as required by law.
14. Even after you request deletion, we may retain your data for legal, tax, or regulatory purposes.

### Your Rights

15. You have the following rights under data protection laws:
- **Right to access:** You may request a copy of the data we hold about you.
  - **Right to correction:** You may request corrections to inaccurate or incomplete data.
  - **Right to erasure:** You can request that we delete your personal data.
  - **Right to restrict processing:** You can ask us to stop using your data in certain ways.
  - **Right to data portability:** You can request your data in a machine-readable format.
  - **Right to object:** You can object to our use of your data for specific purposes, including marketing.

16. To exercise any of these rights, please contact us at [team@severalseats.org](mailto:team@severalseats.org).

17. If you are unsatisfied with how we handle your data, you may file a complaint with the Information Commissioner's Office (ICO). More details can be found at <https://ico.org.uk>.

### Cookies

18. We use cookies to enhance your experience on the Website. Types of cookies include:

- **Strictly necessary cookies** for core functionality.
- **Performance cookies** to help us understand usage patterns.
- **Functionality cookies** to remember your preferences.

19. We will seek your consent before placing cookies on your device, except for essential cookies. You can manage cookies via your browser settings.

For more information on our cookie usage, see our **Cookies Policy**.

### Changes to this Policy

20. This policy will be updated as required by law or to reflect changes in our business. The most recent update will be posted on our Website.

### Contact Information

If you have any questions or concerns regarding this privacy policy, you may contact us at:

- **Email:** [team@severalseats.org](mailto:team@severalseats.org)
- **Address:** LU4 8QU.

### Review

This Privacy Policy is regularly reviewed to ensure compliance with safeguarding and data protection standards. Last updated: **18th October 2024**.

This updated version aligns with the latest UK GDPR requirements and ICO guidance, ensuring that users' data rights and security are well protected.



