



Privacy Statement

Introduction

We take your privacy seriously and are committed to protecting your personal information. We aim to be clear and open about our data and security practices.

Where we ask you to provide us with any information by which you can be identified, you can be assured that it will only be used in accordance with this Privacy Statement and in line with the General Data Protection Regulation (GDPR) 2018.

What information do we collect about you?

We may collect and process the following information about you:

- Information including your name, address, job title and function, organisation, email address, telephone number, and other related details.
- Information that you provide voluntarily on our website www.rema-online.org.uk
- A record of our contact with you through all mediums i.e. online, in person, by telephone, etc.

We will keep data for as long as is needed to complete the task for which it was collected. Relationships between REMA and its funders are often long term, and so we expect to keep your data for as long as that relationship exists, or until we no longer need it.

How do we use your information?

Personal information which you supply to us will be used to provide you with information, products and services that you request from us, this could be:

- to sign you up to one of our mailings (If you consent to receive the REMA email bulletins we use a third-party provider, Mailchimp, to deliver the newsletter. For more information please see www.mailchimp.com/legal/privacy/. You can unsubscribe at any time by clicking the link at the bottom of the newsletter or by contacting us.
- to book you a place on one of our training courses, workshops or community meetings
- to process your membership with REMA
- To assist you with your group support needs

- We use cookies to identify the number of visitors to various parts of our website, this information is only processed in a way which does not identify anyone.
- Website usage information is collected using cookies and Google Analytics. We do this to find out things such as the number of visitors to the various parts of the sites. This information is only processed in a way which does not identify anyone.
- We will not sell, distribute or lease your personal information to anyone unless we are required to do so by law.

[How do we keep your information secure?](#)

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We may send communications to you by email. Email is not a fully secure means of communication and whilst we do our utmost to keep our systems and communications protected we cannot guarantee this.

[Marketing](#)

We will not contact you for marketing purposes by email, phone or post unless you have given your prior consent.

You can change your marketing preferences at any time by contacting us.

[Access to your information](#)

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact us.

You have the right to ask for a copy of the information REMA hold about you. If you would like a copy of the information held on you please write to **REMA, The Unity Centre, St Leonards Road. Rotherham. S65 1PD**

[Changes to our privacy statement](#)

We keep our privacy statement under regular review and we will place any updates on this webpage.

This privacy statement was last updated on 13th March 2019

[Links to other websites](#)

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control

over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your rights

Data protection regulations give you clear rights over how your data is used by us. You can find out more detail about your rights by visiting the Information Commissioner's Office website's section on [individual rights](#).

You also have the right to report concerns or complain about our handling of your data to the Information Commissioner's Office. Details of how to do this can be found on its [website](#).

How to contact us

Please contact us if you have any questions about our privacy statement or information we hold about you:

- by email at team@rema-online.org.uk
- or write to us at REMA, The Unity Centre, St Leonards Road, Rotherham S65 1PD