



## **WN7 Outreach CIC Privacy Policy**

This privacy policy will explain how our organisation uses the personal data we collect when beneficiaries use our services.

### **Topics:**

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
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### **What data do we collect?**

Our Company collects the following data:

- Personal identification information (Name, home address, email address, phone number).

### **How do we collect your data?**

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

### *How will we use your data?*

Our Company collects your data so that we can:

- Process your enquiry, manage your account.
- Email you with Newsletters and services we think may benefit you.

If you agree, Our Company will share your data with our affiliated partner companies so that they may offer their services to you.

When Our Company processes a merchandise order, it may send your data to parcel and package distributors.

### *How do we store your data?*

Our Company securely stores your data within our secure cloud drive.

Our Company will keep your data for 5yrs. Once this time period has expired, we will delete your data unless you have stated otherwise.

### *Marketing*

Our Company would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies.

If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop Our Company from contacting you for marketing purposes.

### *What are your data protection rights?*

Our Company would like to make sure you are fully aware of all of your data protection rights.

Every person is entitled to the following:

**The right to access** - You have the right to request copies of your personal data. We may require 21 working days to complete this process.

**The right to rectification** - You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.

**The right to erasure** - You have the right to request that Our Company erase your personal data.

**The right to restrict processing** - You have the right to request that Our Company restrict the processing of your personal data.

**The right to object to processing** - You have the right to object to Our Company's processing of Your personal data.

**The right to data portability** - You have the right to request that Our Company transfer the data that we have collected to another organisation, or directly to you.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us via our website.

### **What are cookies?**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### **How do we use cookies?**

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

### **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** - Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and the location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** - Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

### **How to manage cookies**

You can set your browser not to accept cookies. However, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### **Changes to our privacy policy**

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 01<sup>st</sup> September 2025.