



Data Protection Policy

This policy explains how and why we use personal information.

About us

We are Windrush Bike Project CIC, a company registered in England and Wales (Company No. 10059384) with its office at Fairspear House, Leafield, Witney OXON OX29 9NY.

What information we collect

If you purchase services from us, communicate with us, or do business with us, this will result in us collecting personal data about you (for example, we collect the name, address, email).

We also collect information from you when you sign up to our mailing list.

How we use your information

We only ever use your personal data with your consent, or to the extent necessary to:

- enter into, or perform, a contract with you;
- comply with a legal duty;
- remember your preferences e.g. if you ask not to receive marketing material, we will keep a record of this, or

- for our own lawful interests (such as marketing, internal record keeping, market research or to improve our products) provided your rights don't override these.

We will only use your information for the purpose it was collected (or for similar/related purposes). For our clients, this includes using personal data to the extent necessary to perform our contractual obligations (such as providing them with services).

We will never sell your personal data or share it with third parties who might use it for their own purposes.

Security

We employ a variety of technical and organizational measures to keep personal data safe and to prevent unauthorized access to, or use or disclosure of it.

Your rights

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which (for individuals) are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of it (this is known as a subject access request);
- the right to have inaccurate data rectified; and
- the right to object to your data being used for marketing or profiling.

If you would like further information on your rights or wish to exercise them, please write to: The Data Protection Officer, Windrush Bike Project, Fairspear House, Leafield, Witney OXON. or email admin@windrushbikeproject.uk.

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so. If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you should contact the UK Information Commissioner's Office, which oversees data protection compliance in the UK. Details of how to do this can be found at www.ico.org.uk.

Links to other websites

Our website may contain links to other websites. We do not control those other sites and we cannot be responsible for the content of those sites or for the protection of any information you provide to other sites (which are not governed by this privacy policy). We accept no responsibility or liability for such other websites. You should exercise caution when entering personal information online and look at the privacy statement applicable to the website in question.

Last modified: 06/05/2018