



Privacy Policy

This Privacy Policy sets out how we, Parchment Trust Limited Registration Number 03920430, collect, store and use information about you when you use or interact with our website, www.parchment-trust.org.uk (our **website**) and where we otherwise obtain or collect information about you. This Privacy Policy is effective from 20st March 2020

Summary

This section summarises how we obtain, store and use information about you. It is intended to provide a very general overview only. **It is not complete in and of itself and it must be read in conjunction with the corresponding full sections of this Privacy Policy.**

- **Data controller:** Parchment Trust Limited
- **How we collect or obtain information about you:**
 - when you provide it to us (e.g. by contacting us, and *by signing up to your e-newsletter*),
 - from your use of our website, using cookies and similar technologies, and
 - occasionally, from third parties.
- **Information we collect:** name, contact details, payment information e.g. your credit or debit card details, IP address, information from cookies, information about your computer or device (e.g. device and browser type), information about how you use our website (e.g. which pages you have viewed and the time when you view them and what you clicked on).
- **How we use your information:** for administrative and business purposes (particularly to contact you and process orders you place on our website), to improve our business and website, to fulfil our contractual obligations, to advertise our goods and services, to analyse your use of our website, and in connection with our legal rights and obligations.
- **Disclosure of your information to third parties:** only to the extent necessary to run our business, to our service providers, to fulfil any contracts we enter with you, where required by law or to enforce our legal rights.
- **Do we sell your information to third parties (other than in the course of a business sale or purchase or similar event):** No
- **How long we retain your information:** for no longer than necessary, taking into account any legal obligations we have (e.g. to maintain records for tax purposes), any other legal basis we have for using your information (e.g. your consent, performance of a contract with you or our legitimate interests as a business). For specific retention periods in relation to certain information which we collect from you, please see the main section below entitled [How long we retain your information or request a copy of our retention policy.](#)
- **How we secure your information:** using appropriate technical and organisational measures such as storing your information on secure servers, encrypting transfers of data to or from our servers using Secure Sockets Layer (SSL) technology, encrypting payments you make on or via our website using Secure Sockets Layer (SSL) technology, only granting access to your information where necessary and Data processed on the website is transferred via HTTPs encrypted connection.



- **Use of cookies:** we use cookies such as Demographic data, anonymous data, device information on our website including essential, functional and analytical. For more information, please visit our cookies policy here: <https://www.parchment-trust.org.uk/cookie-policy/>
- **Transfers of your information outside the European Economic Area:** we will only transfer your information outside the European Economic Area if we are required to do so by law. Where we do so, we will ensure appropriate safeguards are in place, including *EU-U.S. Privacy Shield*
- **Use of automated decision making and profiling:** we do not use automated decision making or profiling.
- **Your rights in relation to your information**
 - to access your information and to receive information about its use
 - to have your information corrected and/or completed
 - to have your information deleted
 - to restrict the use of your information
 - to receive your information in a portable format
 - to object to the use of your information
 - to withdraw your consent to the use of your information
 - to complain to a supervisory authority
- **Sensitive personal information:** we do not knowingly or intentionally collect what is commonly referred to as 'sensitive personal information'. Please do not submit sensitive personal information about you to us. For more information, please see the main section below entitled Sensitive Personal Information.