# Discovery Bugs - Privacy policy

This privacy policy applies between you, the User of this Website and Discovery bugs, the owner and provider of the website discoverybugs.org. Discovery bugs takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

**Please read this privacy policy carefully**.

## Definitions and interpretation

1. In this privacy policy, the following definitions are used:

|  |  |
| --- | --- |
| **Data** | collectively all information that you submit to Discovery bugs via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws; |
| **Data Protection Laws** | any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK; |
| **GDPR** | the General Data Protection Regulation (EU) 2016/679; |
| **Discovery bugs** | Discovery bugs of Plymouth, Devon, UK |
| **UK and EU Cookie Law** | the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronxic Communications (EC Directive) (Amendment) Regulations 2011; |
| **User** or **you** | any third party that accesses the Website  |
| **Website** | the website that you are currently using, discoverybugs.org |

## Scope of this privacy policy

1. This privacy policy applies only to the actions of Discovery bugs and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.
2. For purposes of the applicable Data Protection Laws, Discovery bugs is the "data controller". This means that Discovery bugs determines the purposes for which, and the manner in which, your Data is processed.

## Data collected

1. We may collect the following data, which includes personal data, from you:
	1. name;
	2. date of birth;
	3. gender;
	4. contact information such as email addresses and telephone numbers;
	5. demographic information such as postcode, preferences and interests;
	6. in each case, in accordance with this privacy policy.

## How we collect Data

1. We collect Data in the following ways:
	1. data is given to us by you; and
	2. data is collected automatically.

## Data that is given to us by you

1. Discovery bugs will collect your Data in a number of ways, for example:
	1. when you contact us through the Website, by telephone, post, e-mail or through any other means;
	2. when you complete surveys that we use for research purposes (although you are not obliged to respond to them);
	3. when you enter a competition or promotion through a social media channel;
	4. when you make payments to us, through this Website or otherwise;
	5. when you use our services;

in each case, in accordance with this privacy policy.

## Our use of Data

1. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
	1. internal record keeping;
	2. improvement of our products / services;
	3. contact for market research purposes which may be done using email, telephone, fax or mail. Such information may be used to customise or update the Website;

in each case, in accordance with this privacy policy.

1. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).

## Who we share Data with

1. We may share your Data with the following groups of people for the following reasons:
	1. our volunteers

in each case, in accordance with this privacy policy.

## Keeping Data secure

1. We will use technical and organisational measures to safeguard your Data, for example:
	1. we store your Data on secure servers.
2. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: kerryclaughton33@gmail.com.

## Data retention

1. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.
2. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## Your rights

1. You have the following rights in relation to your Data:
	1. **Right to access** - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information.
	2. **Right to correct** - the right to have your Data rectified if it is inaccurate or incomplete.
	3. **Right to erase** - the right to request that we delete or remove your Data from our systems.
	4. **Right to restrict our use of your Data** - the right to "block" us from using your Data or limit the way in which we can use it.
	5. **Right to data portability** - the right to request that we move, copy or transfer your Data.
	6. **Right to object** - the right to object to our use of your Data including where we use it for our legitimate interests.
2. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: kerryclaughton33@gmail.com.
3. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at https://ico.org.uk/.
4. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

## Links to other websites

1. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## Changes to this privacy policy

1. Discovery bugs reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact Discovery bugs by email at kerryclaughton33@gmail.com.

## Attribution

1. This privacy policy was created using a document from Rocket Lawyer (https://www.rocketlawyer.co.uk).