**HomeSort privacy policy**

**Who we are**

HOMESORT is operated by Tracey Parkinson. For the purpose of data protection legislation, Tracey Parkinson is the data controller for the personal data processed as part of HOMESORT.

This privacy policy sets out how we collect and process your personal data on the HOMESORT website. This policy applies to all authorised users of the HOMESORT website ('you').

**How we will use your information**

Your use of our website means that you accept and consent to our use of your personal data as set out in this privacy policy.

**The nature of your personal data we will be using**

We collect certain information or data about you when you use the HOMESORT website. This includes questions, queries or feedback you leave, including your email address if you send an email to the website

This helps us to improve the site by monitoring how you use it and respond to any feedback you send us, if you request it.

**Where your data is stored**

We store your data on our secure servers in the UK. It may also be stored outside of Europe, where it could be viewed by our staff or suppliers. By submitting your personal data, you agree to this.

**Keeping your data secure**

Transmitting information over the internet is generally not completely secure, and we cannot guarantee the security of your data. Any data you transmit is at your own risk.

We have appropriate procedures and security features in place to keep your data secure once we receive it.

We will not share your information with any other organisations for marketing, market research or commercial purposes, and we do not pass on your details to other websites.

**How long we will keep your personal data**

We will only keep your personal data for as long as we need it for the purpose(s) of this piece of work, after which point it will be securely destroyed.

**Your data protection rights**

You have the right:

* to ask us for access to information about you that we hold
* to have your personal data rectified, if it is inaccurate or incomplete
* to request the deletion or removal of personal data where there is no compelling reason for its continued processing
* to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
* to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
* not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

Further information about [your data protection rights](https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/) appears on the Information Commissioner’s website.

**Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [www.homesort.org.uk](http://www.homesort.org.uk)

**Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 25/05/18.

**Following a link to HOMESORT from another website**

If you come to HOMESORT from another website, we may receive personal information about you from the other website. You should read the privacy policy of the website you came from to find out more about this.

**Cookies**

We put small files (known as 'cookies') onto your computer or other internet-enabled device when you visit HOMESORT. Cookies are stored by your browser and hard drive and are used to distinguish you from other visitors to the website, to collect information about how you browse HOMESORT and for security and monitoring of the website.

You consent to the storage of cookies by HOMESORT on your computer's hard drive.

**Contact information**

If you have any questions about how your personal information will be processed, please contact us at tracey@homesort.org.uk