



**Delia Derbyshire Day**  
**Registered Charity number: 1164959**  
<https://deliaderbyshireday.com/>

## **Privacy policy**

**Delia Derbyshire Day is committed to protecting your privacy. This policy explains how we use any personal information we collect about you.**

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### **What information we collect about you**

In general you can visit the Delia Derbyshire Day (DD Day) website without disclosing any personal information about yourself. There are times, however, when we may request information from you. We may ask to collect information you give to us by email and on various forms on the website.

We will collect some information about you if you sign up for a Delia Derbyshire Day workshop or buy/book tickets for any Delia Derbyshire Day events online. If we administer the event or workshop tickets ourselves, we will only collect your name, email address and any information we need about participants (such as first name and age of children) and access needs.

To help with valuation and monitoring of DD Day events and workshops we will sometimes ask for some information about you – eg. name, age, gender, postcode/address, disability/access needs. All this information will then be anonymised and destroyed once it is inputted into our password protected computers. You will then have the option to join our mailing list and provide us with your email address. For our evaluation forms at events and online shop purchases, your information is stored on a password protected computer.

For our mailing list, we only collect your email address and name (if you provide it). This will be protected under Mail Chimp's privacy policies and data protection procedures.

All mailing list sign up sheets filled in at DD Day events will be destroyed once

the emails (and name if you provide it) have been input into the Mail Chimp mailing list database.

For our mailing list, you can unsubscribe by clicking the unsubscribe link in the footer of any email you receive from us via Mailchimp, or by contacting us at [deliaderbyshireday@gmail.com](mailto:deliaderbyshireday@gmail.com).

Website usage information may be collected using cookies.

### **How we will use the information about you**

If you have subscribed or subscribe to our mailing list (online or via our events and shop), we will mainly send you our quarterly newsletter by email. On rare occasions, we may send you news of events or opportunities we think may be of interest to you.

We will not share your email or other personal information with any other organisations or individual outside of our organisation. Our Data Protection Officer will be responsible for storing all information securely on our computer system.

Personal information we collect will be anonymised if we use it for monitoring and evaluation purposes as well as for funding applications to evidence our work and track record.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, email addresses, names and any evaluation forms filled in will be stored securely and on a password protected computer.

For our online shop, any information we hold about you (name, address, email address, paypal account) will be stored on a computer that is password protected.

### **Access to your information and amending your information**

If you would like a copy of some or all of the personal information we hold about you, please email [deliaderbyshireday@gmail.com](mailto:deliaderbyshireday@gmail.com) or write to us at c/o Dr David Butler, Martin Harris Centre, University of Manchester, Bridgeford St, Manchester M13 9PL.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. We will retain some basic information to avoid sending you unwanted materials in the future and to ensure we do not duplicate information. This is superseded by your right to erasure ("the right to be forgotten"). Following this request all of your data will be removed from all DD Day systems.

### **Delete by date information**

We will update our records every 5 years (from 2018) so if you have been inactive with us since the last update, your information will be deleted.

## **Cookies**

Cookies are text files, used by your computer's browser, that store visitor session data. Cookies, by themselves, do not identify the individual user. Cookies are commonly used on the Internet and do not harm your system. If you want to know more about cookies please go to [www.allaboutcookies.org](http://www.allaboutcookies.org) which explains how cookies work and how you can manage their use.

We currently use cookies to collate general management data which is used to plan enhancements to our services. Our cookies are external managed e.g. Google Analytics and are therefore covered by their own privacy policies.

DD Day never stores any personal information in cookies (on any computer that you may use) that can be used to identify you, such as your name or account numbers.

If you do not want us to use cookies you may be able to configure your browser not to accept them. Please refer to your browser's 'help' facility for further information. However, in a few cases some of our website features may not function as a result.

## **Other websites**

Our website – <https://deliaderbyshireday.com> – contains links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies.

We use mailchimp for our newsletter, and therefore you are covered by their own privacy policies.

We use paypal for payment for our shop items online. Your data is therefore covered by their own privacy policies.

## **Employees and volunteers**

If you are employed by DD Day or work for us as a volunteer, we will store information we need (name, contact information, bank details if appropriate) on a password protected computer only used by DD Day. This will be explained in more detail upon employment.

## **Transfer of your data internationally**

The DPA and GDPR restrict the transfer of data outside of the EU and EEA. Our primary web server is located in the UK and the suppliers and systems we use are not, to our knowledge based in other countries which are outside of the EU and EEA.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and will place any updates on our website. This privacy policy was updated in May 2018.