

Privacy Notice

Date Approved by Board: 5th April 2024

Date Set for Review: 31st March 2025

1. Introduction

- 1.1. This statement explains the privacy and the Data Protection practices which apply to this website, as provided by Peaceworks Limited, in accordance with the General Data Protection Regulations.
- 1.2. Our aim is to safeguard our users' privacy whilst providing a personalised and valuable service. Collecting personal information is necessary if we are to satisfy the expectations and requirements of our users, e.g. by communicating with them and providing an interactive service. We appreciate that our users do not want the personal information with which they provide us to be distributed indiscriminately and here we explain what information we collect, what we do with it and what controls our users have on our use of the data.

2. Visitors to this website

- 2.1. When someone visits this website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site.
- 2.2. This information we collect is processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

3. Security and Performance

- 3.1. We use a third party service to help us maintain the security and performance of our website.
- 3.2. In order to deliver this function to us, the third service processes the IP addresses of visitors to the site.

4. Links to other websites

- 4.1. This privacy notice does not apply to the links within this site linking to other websites.
- 4.2. We encourage our website users to read the privacy statements on the other websites they visit.

5. Use of Cookies

- 5.1. This site uses cookies to enable core functionality such as security, network management, and accessibility. Website users may disable



these by changing their browser settings, but this may affect how the website functions.

5.2. We also use Google Analytics cookies to help us to improve our website by collecting and reporting information on how the website is used. The cookies collect information in a way that does not directly identify anyone.

5.3. For more information on how these cookies work, please see our 'Cookies page'.

6. Disclosure of personal information

6.1. We collect contact details via the website for the purpose of providing a service to existing and potential clients.

6.2. We will never disclose personal details without the consent of the owner.

6.3. Details are only held for as long as is necessary to fulfil the service request.

7. Access to personal information

7.1. Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

7.1.1. give you a description of it;

7.1.2. tell you why we are holding it;

7.1.3. tell you who it could be disclosed to, and

7.1.4. let you have a copy of the information in an intelligible form.

7.2. If you wish to make a subject access request please do so in writing via our email address info@peaceworks.org.uk or by post to our office at 61 Annandale Avenue, Bognor Regis PO21 2ET.

8. Data Protection Officer

8.1. Our Data Protection Officer is Maureen Chaffe who can be contacted at processmatters2@gmail.com or by phone at 07593662123.

9. Complaints

9.1. If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns