



## QUEENSBURY COMMUNITY PROGRAMME LTD

The Bank 36 High Street Queensbury BD13 2PA  
Limited Company number 06962253  
Registered Charity number 1165411

# PRIVACY STATEMENT

This privacy statement explains how we use any personal information we collect about you when you use a service run by Queensbury Community Programme Limited. If you have questions or concerns, please contact us on 01274 816748 or email [qcpinfo@gmail.com](mailto:qcpinfo@gmail.com).

## What information do we collect about you?

We collect information about you when you register with us or place an enquiry for our services. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in consultations. Website usage information is collected using cookies.

## How will we use the information about you?

We collect information about you to process your enquiry, manage your service and, if you agree, to email you about other products and services which we think may be of interest to you.

## Processing your personal data

The personal information we collect and how long it is kept varies depending on which service you use. We will not share your information for marketing purposes with any third party. We only share information in cases where we are legally obliged to do so.

## Marketing

We would like to send you information about services of ours which may be of interest to you. If you have consented to receive marketing from us, you may opt out at a later date. You have the right at any time to stop us from contacting you for marketing purposes; if you no longer wish to be contacted marketing purposes, please email us at [qcpinfo@gmail.com](mailto:qcpinfo@gmail.com).

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [qcpinfo@gmail.com](mailto:qcpinfo@gmail.com) or write to us at the above address. There is no charge for this.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information which you think is inaccurate.

## **“Learning for Leisure” Classes**

We collect your name and contact details in order to process your registration within QCP. The legal basis for processing this data is performance of a contract. Information is stored on a password protected server and in a locked office for as long as you use our service and then for up to 12 months afterwards then deleted/destroyed securely.

## **WellBeing Cafes**

We collect your name and contact details in order to process your registration within QCP. The legal basis for processing this data is performance of a contract. Information is stored on a password protected server and in a locked office for as long as you volunteer for us or use our service and then for up to 12 months afterwards then deleted/destroyed securely.

## **Queensbury Community Managed Library**

We collect your name and contact details in order to process your membership of Bradford Library Services. The legal basis for processing this data is performance of a contract. Information is stored on a password protected server and in a locked office for as long as you volunteer for us or use our service and then for up to 12 months afterwards then deleted/destroyed securely.