

## Privacy Statement

In Collaboration are committed to respecting and protecting the privacy of anyone using our site and the confidentiality of any information that you provide with us. The purpose of this statement is to set out how we use any personal information that we may obtain from you.

We comply with the GDPR (General Data Protection Regulations) and Data Protection Act 2018 in all our dealings with your personal data.

## Use and collection of personal Information

In general you can visit our website without telling us who you are and without revealing any information about yourself. If, however, you use our site you will need to register and you will be asked to provide certain information such as your contact details.

We will store this data securely and encrypted and hold it on computer or otherwise. For our membership website to function correctly and for you to use the website to it's full potential we are required to have certain details of your information public, such as your name, residing town and county. For further information on why these details are public please contact us at support@incollaboration.co.uk. You can amend your public and private details and control which of your details are visible publicly through the profile settings option. Please note for the website to function some of your data must be made public within the closed membership area. If you do not consent to the data being made public within this area please do not use the membership service. By applying to and completing payment to become a member of In Collaboration you are accepting knowledge of our data use practice and agreeing to these terms.

We may use information you provide:

- To register you with our website and to administer it
- To allow full functionality of the website and it's tools
- To allow you to be searched for and to search for other members near by
- To pass on to relevant third parties for your benefit. These may be additional services we think you may benefit from or that you are entitled to as part of your membership.
- For assessment and analysis, e.g. marketing, customer and product analysis, to enable us to review, develop and improve our services.

**This website can only be used as a member when providing permission for some personal data to be shared with other members on the website. If you do not wish to agree to your personal data being used in this way please exit the application process now and refrain from using our website as a member.**

If you do not wish to have your personal data passed on to third parties for added benefits and/or marketing purposes please tick the relevant box situated on the form on which we collect your data.

We may disclose your personal information to third parties:

- In the event we sell or buy any business or assets, in which case we might disclose your personal data to the prospective buyer or seller.
- If we are under a legal duty to disclose or share your personal data in order to comply with or meet any legal obligation.
- We may also disclose anonymous statistics about visitors to our website (both customers, members and sales) in order to describe our services to prospective partners (advertisers and sponsors) and other reputable third parties and for other lawful purposes. These statistics will be anonymous and contain no personally identifiable information and data.

## **Contract Execution**

Your personal data will be used to provide the information, goods and services offered through our website to you, for billing and order fulfillment.

## **Email Newsletter**

If you sign up to our newsletter we may use your email address to send you information about products or services. You may opt out of receiving mailing list emails from us at any point and you can ask for personal data to stop being recorded at any time. To stop having personal data recorded please contact us with your request via email at [support@incollaboration.co.uk](mailto:support@incollaboration.co.uk) or via post at 16 Royalfield Close, Hullavington, SN14 6DY. Please note that we do not recommend stopping email correspondence as a member due to the notifications, support emails and website updates we provide to all members via email that will affect all members. We are not responsible for any information not received by a member due to cancelling email correspondence, however it is your right to request the cancellation of email communications should you wish to make the request.

## **Using the Community App**

Our community app authorises log in through Facebook and therefore collects some of your data to allow us to verify your account and access the app. The data collected will be your default email address through Facebook, your name and profile picture as default through Facebook permissions. Facebook also accesses the groups you belong to in order to validate that you are a member of the In Collaboration Members Facebook page. We do not use any

of this information for any other or additional use to validating your user and authorising log in access to the app.

Images uploaded to the app are temporarily stored by a third party in order to resize images to be correctly uploaded and displayed in the app. All data added to the app is stored in our database.

## **Cookies**

We collect information directly from you in a number of ways, one way is through the use of 'cookies'. The majority of websites use cookies in order for them to work correctly or more efficiently, as well as to be able to provide information to the website owners. This will help us understand how our customers and potential customers use our website in order for us to be able to develop and improve the content, design, function and layout of the site. Cookies are small text files that are placed on your computer's hard-drive by websites that you visit. They save and then retrieve pieces of information from your visit to that website. Information collected can be for example: how you entered the website, how you navigate around the website and which information was of interest to you. This allows the website to provide tailored options and information to your preferences when you return to the site, based on your last visit.

Some of our cookies are used simply for collecting information about how visitors are using our website. These types of cookies collect their information anonymously.

When an application is made to become a member of In Collaboration and application is rejected, no information will be held after the decision has been made and implemented. All information and data will be forgotten. Details of registration will only be stored for those who are accepted so you do not have to provide your registration details on subsequent visits.

If you are uncomfortable with the use of cookies on this and other websites, you can disable cookies on your computer through changing the settings under the preferences or options menu in your browser. You can select for the browser to reject any cookies and to tell you when a website tries to place cookies on your computer, as well as having the option to delete all cookies that are already stored on the computer's hard drive. Please be aware that if you choose to block or delete all cookies, some elements of our website may not function correctly or to full efficiency due to some of the cookies we choose to use being essential for parts of this website to function.

To find out more about cookies, including seeing what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

If you do not wish to receive cookies from our website please immediately leave this site and delete and block all cookies through your browser menu.

Alternatively you may opt out of receiving information from us by selecting the correct tick boxes on registration or by e-mail, telephone or post. You can phone us on: you can email us at [support@incollaboration.co.uk](mailto:support@incollaboration.co.uk).

## **Security**

We endeavour to take all reasonable steps to protect your personal information, however we can not guarantee the security of any data that you disclose online and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

## **Your Rights**

You have the right to ask us not to process your personal information for marketing purposes. We will aim to inform you before collecting your personal data if we intend to use the data for these purposes, or if we intend to disclose your information to any third party for such purpose. You may exercise your right to prevent this from happening by selecting certain boxes on the forms that we use to collect your personal data. You may also contact us via [support@incollaboration.co.uk](mailto:support@incollaboration.co.uk) to request to unsubscribe and remove your details, or via the relevant link in any marketing email.

## **General**

You have the right to see the personal data (as defined under the Data Protection Act 2018) that we keep about you upon receipt of a request. Any request can be made verbally or in writing and should be made:

Via Post:

In Collaboration Limited  
16 Royalfield Close  
Hullavington  
SN14 6DY

Via Email to:

[Support@incollaboration.co.uk](mailto:Support@incollaboration.co.uk)

Via Phone to:

01666 838639