

Your Privacy

This privacy statement sets out how Kyra Women's Project uses and protects any information that you give when you use this website. This privacy statement only covers any data collected via this website

It does not cover any contacts made with Kyra Women's Project outside of this website. Kyra Women's Project has a separate privacy statement for details held about you should you decide to use any of the Kyra Women's Project services or courses, this is because the Kyra Women's Project may require additional information to that provided on this site to provide you with a service.

Kyra Women's Project is committed to ensuring that **your privacy is protected**. Should we ask you to provide certain information by which you can be identified when using this website, then you can be **assured** that it will only be used in accordance with this privacy statement.

Kyra Women's Project may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

What we collect

We may collect the following information:

- *Your name*
- *Your preferred contact information*

What we do with this information

- *Records are kept internally for a period of 4 weeks so that we can contact you for the purpose of providing the service you have requested.*
- *Improve our products and services; we may wish to contact you to discuss your experience with us.*
- *We may periodically send promotional offers by email, phone, fax or mail, but only if you have opted in to this on the web form.*

Security

We are committed to keeping your information **secure**.

To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Cookies are very common and used by many leading websites. They allow websites and web applications to tailor its operations to your needs, likes and dislikes by gathering and remembering information about **your preferences**.

Kyra Women's Project use traffic log cookies to identify which pages are being used.

This helps us analyse data about web page traffic and improve our website to meet customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a **better website**, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

The Kyra Women's Project website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, Kyra Women's Project cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

You should exercise caution when using links and look at the privacy statement applicable to the website in question.

Controlling your personal information

We will not sell, distribute or lease your personal information to any unauthorised third parties unless we are required by law to do so.

If you have opted in for our Newsletter or to be sent promotional information, you can unsubscribe at any time by writing to the above address or emailing contact@kyra.org.uk.

You may request details of personal information which we hold about you under the **Data Protection Act 1998 and as to be amended under the General Data Protection Review from 25th May 2018 onward**. A small fee is currently payable, once the GDPR has been implemented this fee will no longer be applicable.

If you would like a copy of the information held on you please email contact@kyra.org.uk. If you request this information after 25 May we will first take



reasonable steps to verify your identity and will then provide this information to you within 30 days of the request.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect and will respond to you within one month of receiving your request.