

# Data Protection Policy

Here at Merry Go Round Community Ventures, we are committed to dealing with your data in a respectful and transparent way. Our Data Protection Policy sets out how we collect and use your data and your rights in having your personal data protected. This policy was updated on 11/06/2022. We do update our policy from time to time, so please revisit this page for changes.

## **What data do we collect?**

We collect the following data to process orders and payments, event bookings and to respond to an enquiry you have made:

- Your name;
- Your contact information such as email address, postal address, phone number, and Facebook/Instagram/Messenger information.

## **How and why do we collect your data?**

You directly provide us with the data we collect. We collect data and process data only in order to:

- Process a website or Facebook order
- Contact you about an order you have placed for another reason
- Confirm an event booking you have made or requested if you are hosting the event;
- Respond to an enquiry you have made.

## **Sharing your Personal Information:**

- We do not share your Personal Information with third parties.
- We may be required to share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

## **Security**

- We use physical and online procedures to keep any data we hold on you safe and secure and to prevent loss or unauthorised access. If we do not need to store your data, it will be disposed of securely.

## **What are your Data Protection Rights?**

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request copies of your personal data.

**The right to rectification** – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that we erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that we restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to our processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please put your request in writing and hand it to your Manager or write to us: Merry Go Round Community Ventures, 6 Market Street, North Tawton, Devon, EX20 2ET.

## **Changes to our Data Protection Policy**

We keep our Privacy and Cookie Policy under regular review and place any updates on this web page. Please check regularly for any changes.

## **How to Contact Us**

If you have any questions about our Privacy and Cookie Policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [mgrvcic@gmail.com](mailto:mgrvcic@gmail.com)

Call us on: 01837 82521 during shop opening hours

Or write to us: Merry Go Round Community Ventures, 6 Market Street, North Tawton, Devon, EX20 2ET.