

Privacy Statement

At 4Sight Vision Support preservation of your privacy is important to us and we are committed to letting you know how we use your personal information and to making only responsible use of your data.

Who are we?

4Sight Vision Support is a charity supporting people with sight loss based in West Sussex. We provide services to improve health and wellbeing, promote independence and prevent social isolation. We also provide information, advice and practical support to anyone with sight impairment, carers, families and other organisations.

4Sight Vision Support is a company limited by guarantee registered in England and Wales, registered company number; 3740647 and a charity registered in England and Wales, registered charity number: 1075447. Any questions regarding this Privacy Statement should be sent to enquiries@4sight.org.uk or to Chief Executive, 4Sight Vision Support, Bradbury Centre, 36 Victoria Drive, Bognor Regis, PO21 2TE.

How do we collect information from you

The personal information we collect about you both personally and when you use our website might include:

- information you give us when you visit our website.
- fill in forms, subscribe to our services, (such as publications, sponsorship, or to attend events) and email newsletters.
- when you apply for a job or to volunteer with us, including processing applications and monitoring recruitment statistics. If you come to work for us we will retain it to administer your employment.
- to manage feedback and complaints.

How is your information used?

We may use your information to:

- process a donation you have made or an order you have submitted
- carry out our obligations arising from any contracts entered into by you and us
- Dealing with entries into a competition
- Seek your views on comments on services we provide
- Notify you of changes to our services
- Send you communications which you have requested and that may be of interest, ie. Newsletters, information about campaigns, appeals, other fundraising activities,
- Process a grant or job application

The information also helps to:

- keep our site safe and secure.
- help us diagnose faults with the website.
- ensure that content from our site is presented in the most effective manner for you and for your computer. **See cookies.**

- understand how users' make use of our website allowing us to improve it.

Who has access to your information?

- We will not sell or rent your information to third parties
- We will not share your information with third parties for marketing purposes

When we use third party service providers we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Please be assured that we will not release your information to third parties beyond the 4Sight Vision Support network for them to use for their own direct marketing purposes unless you specifically request us to do so or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

Who do we share your personal information with?

- with our contractors who carry out work on our behalf.
- where we are under a legal obligation to disclose or share your information.
- in some circumstances we may disclose information or undertake monitoring of potentially criminal behaviour under the Regulation of Investigatory Powers Act.

How long do we keep your information?

As long as necessary for the purpose(s) it was collected. This will vary depending on the type of information, legal requirements or other justifications permitted by Data Protection Law. We have an Information Retention Policy which sets out retention periods.

Does the law allow this?

Data Protection law including the General Data Protection Regulations. Regulation (EU) 2016/679 sets out the principles we must adhere to and other conditions which must be satisfied. Forms, webpages or other places where you submit information will describe how the particular use complies with the law. If you have any queries, please contact the Chief Executive, 4Sight Vision Support, the Data Controller.

Your Rights

You have the right to:

- ask us not to process your personal information for fundraising or our marketing of 4Sight Vision Support. If you wish to do this, please contact the 4Sight Vision Support Fundraising Team.
- see copies of information held about you. Please send your request in writing to The Data Controller, 4Sight Vision Support. Please include copies of two forms of ID. We will respond as soon as possible and not longer than one month from receipt.
- ask us to amend, update or delete your information in some circumstances or withdraw consent to our processing of your information for particular purposes

by contacting the Data Controller, 4Sight Vision Support, Bradbury House, 36 Victoria Drive, Bognor Regis, PO21 2TE

- Security precautions are in place to protect, so far as is possible, the loss, misuse or alteration of your information.

If you are unhappy with the way we are managing your personal information please contact the Chief Executive, 4Sight Vision Support on 01243 828555. If you are still unhappy you can complain to the Information Commissioner's Office.

Cookies

Like many other websites, 4Sight Vision Support uses cookies. Cookies are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary. Please read our [Cookie Use Policy](#) for more information.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Other information

If you would like us to correct or update any information, or if you would like information deleted from our records, then please email us at enquiries@4sightorg.uk or telephone 01243 828555.

This Privacy Statement may be updated from time to time, so please check it periodically.

Links within our sites to other websites are not covered by this privacy policy.

PLEASE READ THIS PRIVACY STATEMENT IN CONJUNCTION WITH OUR WEBSITE'S [COOKIE USE POLICY](#) AND [TERMS AND CONDITIONS](#).

Who to contact

For queries about this privacy statement or any other data protection issues, please contact the Chief Executive Officer, 4Sight Vision Support, Bradbury Centre, 36 Victoria Drive, Bognor Regis, West Sussex PO21 2TE

Other contacts

Information Commissioner's Office (UK)

Wycliffe House
Water Lane Wilmslow
Cheshire SK9 5AF

or if you are in the Republic of Ireland,

Data Protection Commissioner

Canal House
Station Road
Portarlinton R32 AP23 Co. Laois