**GDPR Web Compliance Data Protection Policy**

**Who we are**

East Midlands Wood Recycling CIC is a Social Enterprise that has been set up to reclaim, reuse and recycle wood, to providing good quality wood for sale to the public of Derby at great prices. For more information, visit for website: [www.eastmidlandswoodrecycling.org.uk/](http://www.eastmidlandswoodrecycling.org.uk/) .

In accordance with Data Protection Act 2018, East Midlands Wood Recycling uses and protects any information that you may share when you use the website. East Midlands Wood Recycling is committed to ensuring that your Data is protected. If we ask you to provide certain information when using the website, it will by complied to our Data Protection Policy.

**What personal data do we collect?**

We collect the following information:

* Name and email address of customer’s when filling in the contact form
* Comments on the site which collects the IP address to help detect spam
* Personal details of employees and volunteers and their consent held within the company

**What do we do when we have gathered the information?**

We require this information to understand your needs and to provide you with a better service and for the following reasons:

* Internal record keeping
* We may also use the information to improve our products and services

**Security**

We are committed to ensuring that your information is secure. To prevent unauthorised access, we have suitable managerial procedures to safeguard and secure the information we collect online and in-store.

**Our Cookie Policy**

A cookie is a small file which asks permission to be placed on your electronic device. Once agreed, the file is added, and the cookie helps to analyse the web traffic or lets you know when you visit a site. The cookie can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Overall, cookies help us to provide you with a better website, by enabling us to monitor the pages you find useful and which you do not. A cookie does not give us access to your computer or any information about you, other than the data you choose to share with us. On our website you can accept or decline cookies or depending on your web browser you can change the settings to decline cookies if you prefer.

**Links to other websites**

Our website may contain links to other websites of our interest. However, once you have used these links to leave our site, you should note that we have no responsibility and control over the other websites as they may have different data protection policies. Therefore, we cannot be accountable for the protection and privacy of any information which you may provide whilst visiting other sites that are not governed by this data protection policy.

**Collecting your Personal Details**

You may choose to restrict the collection or use of your personal information in the following ways:

* Whenever you are asked to fill in the contact details form, look for the box that you can tick to indicate that you have read and agreed with our data protection policy.
* Also, you can contact us directly to discard the information/data by emailing us at: [Marie@eastmidlandswoodrecycling.org.uk](mailto:Marie@eastmidlandswoodrecycling.org.uk) .

Your Data may also be store on Highrise, CRM software which allows us to manage and communicate with customers and with the Community Wood Recycling based in Brighton. To view Highrise data protection policy visit [www.highrisehq.com/privacy/](http://www.highrisehq.com/privacy/) .

The Data Protection Officer for East Midland Wood Recycling is Kevin Ellis. To contact Kevin ring 01332 36 00 00 or email him at [marie@eastmidlandswoodrecycling.org.uk](mailto:marie@eastmidlandswoodrecycling.org.uk) .