

The Foundry International – Policies

When do we collect information from you?

- when you use the websites (including through cookies)
- when you contact us by via a website “Contact Us” form or to register for an event
- if you contact us via email, submit a form (e.g. Gift Aid Declaration) or apply for a Grant.
- If you provide details to a volunteer when visiting the Sutton Community Project

We collect the following information:

- name, address and contact details (email or phone number)
- information about your usage of our website (non-identifiable to an individual)
- information you disclose in e-mails; the “Contact Us” forms; or to register for an event
- our grant application form requires additional information about your organisation and/or the individual applying for a grant.

The purposes we keep and process this information are:

- to communicate with you via email, or phone, or to register users into events or training
- to confirm if you want to receive a weekly food box as a Neighbour within Sutton Community Project
- to claim back gift aid for the Foundry International
- to administer our grants application, assessment and awards processes
- to help us to improve our website, what we do and offer

How we keep and process your information

- We will not share your information with others without your consent, unless it is:
- to comply with any legal obligation, or
- to enforce or apply any contract with you or others, or
- to protect our rights, property or safety of our employees or others, or
- with the following who process some data on our behalf: google (www.google.com), zoom (<https://zoom.us/>), Wix (<https://www.wix.com/>) and Jimdo (<https://www.jimdo.com/>)

We will keep information only as long as necessary (or until you ask us to remove and destroy it, if earlier) except that we may keep and process: name and contact information for as long as you are attending or likely to attend Foundry International events. We are also required to maintain Gift Aid records for up to 6 years.

You may tell us to remove any of your information we hold at any time.

If you have any queries or concerns or if you wish us to remove your information, please contact us at hello@thefoundryinternational.com or at hello@suttoncommunityproject.com.

Data Protection Notice

The Foundry International has legal responsibilities to everyone who shares any personal data (which includes just a phone number). We will only use information relating to a person for the purposes it was given.

thefoundryinternational.com | suttoncommunityproject.com

If you continue to browse and use this website, you are agreeing to comply with and be bound by the terms and conditions of use, which together with our Privacy Policy, govern The Foundry International’s relationship with you. If you disagree with any part of these terms and conditions, please do not use our websites.

This website may also include links to other websites. These links are provided for your convenience. They do not signify that we endorse the website(s). We have no responsibility for the content of any linked website(s).

Cookies

Cookies are small amounts of information that we store on your computer. Our system will issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also help to monitor website traffic and to personalise the content of the site for you. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our site.

Changes to these policies

The Foundry International may amend this Privacy Policy from time to time to reflect changes and ensure compliance with the law.