

# ADEPT Privacy Policy

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## **ADEPT is committed to defending your privacy.**

This Policy explains when and why we collect personal data on our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy so please check back for changes. By using our website, you're agreeing to this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [secretariat@adeptnet.org.uk](mailto:secretariat@adeptnet.org.uk) or by writing to:

ADEPT, 83 Ducie Street, Manchester, M1 2JQ. Alternatively, you can telephone 01579 352600.

## **About ADEPT**

The Association of Directors of Environment, Economy, Planning and Transport (ADEPT) brings together directors from county, unitary and metropolitan authorities, along with Local Enterprise Partnerships and Corporate Partners. We look after your roads and transport, your environment, your local economy and wellbeing, alongside future plans for your area.

## **How do we collect information from you?**

We obtain information about you when you use our website, for example, when you contact us with an enquiry about our service or if you register to receive one of our email newsletters.

## **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when.

## **How is your information used?**

We may use your information to:

- process enquiries that you have submitted
- to carry out our obligations arising from any contracts entered into by you and us
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications which you have requested and that may be of interest to you. These may include information about campaigns, activities and promotions of our services.

We review our retention period for personal information on a regular basis. We are legally required to hold some types of information to fulfil our duties and services. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in contracts you hold with us.

### **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.

Third Party Service Providers working on our behalf: We may pass your information to our third-party service providers, for the purposes of providing services to you on our behalf (for example to process payments and send you mailings). However, when we use third party service providers, we disclose only the personal information necessary to deliver the service. Please be reassured that we will not release your information to third parties beyond ADEPT, unless you have requested 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.

We may transfer your personal information to a third party as part of a sale of some or all of our organisation and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our customers.

### **Your choices**

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: [secretariat@adeptnet.org.uk](mailto:secretariat@adeptnet.org.uk) or telephone on 01579 352600.

### **How you can access and update your information**

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at [secretariat@adeptnet.org.uk](mailto:secretariat@adeptnet.org.uk) or by writing to ADEPT, 83 Ducie Street, Manchester, M1 2JQ. Alternatively, you can telephone 01579 352600.

You have the right to ask for a copy of the information we hold about you.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. When you are on a secure page, a lock icon will appear.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

### **Use of 'cookies'**

Like many other websites, the ADEPT website 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 are anonymous.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer. Turning cookies off may result in a loss of functionality when using a website.

### **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.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. Please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Transferring your information outside of Europe**

If you use our website while you are outside the EU, your information may be transferred outside the EU in order to provide access to the website.

### **Policy review**

We keep this Policy under review. It was last updated in April 2018.