

Company Three's Privacy Policy (V1, Published March 2018)

Company Three is committed to keeping your information secure and managing it in accordance with our legal responsibilities under privacy and data protection laws. This privacy policy explains how we use any personal information we hold about you and your rights in this regard.

Contacting Company Three

For the purpose of the Data Protection Act 1998 (the "Act"), the data controller is Company Three, which is a charitable company limited by guarantee. Our Registered Charity Number is 1169024 and our Registered Company Number is 10295645. Our registered address is c/o Islington Central Library, 2 Fieldway Crescent, London, N5 1PF.

Information we may collect

Company Three may collect information from people who have done one or more of the following: subscribed to our mailing list; completed an online or paper feedback form; donated money via our website, cheque, cash or provided services in kind; attended one of our workshops as a participant. This privacy policy doesn't cover personal data we may hold about you as a result of you being an employee, trustee, supplier or freelance/sole trader with whom we work.

Ways in which we may use information that we collect

We collect information about you so we can: communicate with you about our work that we think you might find interesting; communicate with you about opportunities to help support our work; record who has donated so that we can tell them how their money has helped us and claim GiftAid where possible; share feedback about work through public communication and social media.

Marketing

We will only contact you on our mailing list if you explicitly give us permission to do this. You have the right to opt out at any time from us contacting you for marketing purposes. If you no longer want to be contacted for marketing purposes you can send us an email (hello@companythree.co.uk) or click 'unsubscribe' within the email we have sent you. We won't pass information we hold about you to anyone else.

If you are a friend of Company Three we will send regular updates of the charitable activities of the Company. If you no longer want to receive these emails, you can opt out by emailing hello@companythree.co.uk or click opt out on the emails.

Use of anonymised data

The information about you we use to demonstrate the impact and reach of our work to funders is anonymised. We will not share anything which identifies you personally. We use a third party provider, MailChimp, to deliver our e-newsletters. Through MailChimp we gather statistics around email opening and clicks which are not personally identifiable.

Changes to our Privacy Policy

We reserve the right to make changes to the Privacy Policy from time to time. Any such changes to our Privacy Policy will be posted to the site and, where appropriate, through e-mail notification.