

Privacy Statement

Registered address:

Live & Local
Pageant House
2 Jury Street
Warwick
CV34 4EW



ICO Registration Number: ZA198478

Live & Local Ltd. is a company limited by guarantee registered in England and Wales, Company Registration number 2955922.

Contact information

By post: Live & Local, Pageant House, 2 Jury Street, Warwick, Warwickshire CV34 4EW

By e-mail: dataprotection@liveandlocal.org.uk

By phone: +44 (0)1926 402173

Respecting your privacy and safeguarding your data

Live & Local Limited (Live & Local) ('we', 'us' or 'our' in this Privacy Statement) is committed to respecting and upholding the privacy and safeguarding the personal data of those who use our services, and to being transparent about what data we hold about you.

We comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations (PECR) in relation to the personal data we collect and process. This includes personal data collected through our websites and as part of our correspondence with you, memberships, donations, e-newsletter subscriptions, event attendance, ticket purchases, feedback, and enquiries.

Any information you provide us with helps us to deliver improved, personalised, and efficient services and audience experience.

Who Are We?

Live & Local is a not-for-profit organisation providing high quality, professional and diverse arts experiences to communities across the Midlands, championing and developing great art and culture for everyone. Live & Local helps voluntary promoter groups bring rural communities together to enjoy entertaining and affordable live theatre, music, dance and family shows at a wide range of community venues, from village halls, to churches, to schools.

It co-ordinates seven Rural & Community Touring Networks across eight counties: Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire, Rutland, Staffordshire, Warwickshire and Worcestershire.

Live & Local is also engaged with a range of initiatives supporting: community film screenings, Big Picture Show, Moving Pictures) Big Picture Festival, artist development (DART); engagement with children and young people, arts in health and wellbeing, outdoor arts.

Live & Local controls the following domains:

1. bigpictureshow.org.uk
2. centrestagetouring.org.uk
3. lincsruraltouring.co.uk
4. liveandlocal.org.uk

5. liveandlocal.co.uk
6. liveandlocal.uk
7. shindig.org.uk
8. villageventures.co.uk

How do we collect your personal information?

When you engage with us as an audience member, voluntary promoter, donor, participant or stakeholder, we collect your information. This could be when you sign up to our mailing list, register on our website, complete forms on our site, post material or comments, enter a competition or promotion sponsored by us, report a problem with our site, request a service, purchase a ticket or a membership, donate, or sign up to a project. If you contact us, we keep a record of that correspondence. We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them. These interactions may occur online, in person, in written correspondence or over the phone. We also monitor how visitors use our website to help improve the user experience.

We collect personal data when you interact with us:

1. via our websites
2. in person
3. by phone
4. by e-mail (Microsoft Outlook and Mailchimp)
5. via post in letters and other written correspondence
6. via third-party ticket purchase (e.g. through TicketSource);
7. by submitting a survey or form, and choosing to supply your name, e-mail address and location.
Live & Local uses paper forms and SurveyMonkey, MachForm, Surveylegend.com and MailChimp survey integrations
8. via social media:
 - We may collect some personal data (name, address, phone number, booking details) when you enter competitions or give us booking details for customer support through social media.
 - We may receive aggregated and anonymised audience insights from social media platforms to better understand the 'groups' of people who engage with us online. We use this to ensure we engage with audiences and groups of people who are new to us.
9. via publicly available information
 - We may research publicly available information to identify potential voluntary promoter groups/ community venues, performance companies and supporters.
 - If you are a Live & Local member or supporter, we may occasionally research publicly available information to understand whether our communications, membership opportunities and fundraising approaches are likely to be relevant to you.
 - We use a small number of sources to aid us, such as:
 - Internet search
 - Companies House
 - Charity Commission
 - Donor Boards
 - Information published in articles / newspapers.
10. via filming and photography in performance spaces:
 - We will always display notices when filming or taking photographs and take reasonable steps to accommodate requests from individuals who do not wish to be photographed or filmed.

We may collect any of this information from someone acting on your behalf, such as a personal assistant or authorised representative.

What types of information do we collect and where from?

We will collect, process and store personal information about you. The information we hold on you and how we use it will vary depending on the nature of your relationship with us. There are occasions where you can choose to not provide us with the information we require, but this will then impact the service we are able to provide.

The information we may collect from you includes:

- Prefix and full name
- E-mail address
- Billing address
- Delivery address
- Telephone number and mobile telephone number
- Date of birth
- Organisation (where you are acting on behalf of an organisation)
- Contact preferences
- Payment card (debit and/or credit card or alternative) details
- Bank details (for direct debit/ standing order instructions)
- Access requirements
- Age range (survey only)
- Gender (survey only)
- Ethnic origin (survey only)
- Whether you identify yourself as having a disability (survey only)
- Dietary requirements (for fundraising and events only)
- Emergency contact details (for project participants only)
- Local Authority (for project participants only)
- Job information
- Imagery (photography and video).

This is not an exhaustive list, and we may retain different types of information for different individuals based on what is necessary to deliver the service we are providing to a high standard.

We also keep a securely stored record of your interactions with us in our database, such as correspondence/ communications with us, ticket purchases, memberships, project participation, website visit data, and whether you have received, opened or clicked through any e-mails we may have sent. This helps us improve our services.

Most of the information described above is provided directly by you, although we may also receive information from third parties, publicly available sources, or individuals acting on your behalf, as described elsewhere in this Privacy Statement.

When you use our website or e-mail service we may collect information about your computer, including where available your Internet Protocol (IP) address, operating system, and browser type, for system administration. This latter information is statistical data about our users' browsing actions and patterns and while this information may constitute personal data, we generally use it in an aggregated form to analyse website usage and improve our services.

This information is collected to receive and send information from and to you over the internet, to help diagnose and manage the website, to audit the geographical make-up of users, and to establish how they have arrived at the website. We may monitor website user traffic on an aggregate basis to help us develop and improve our site for the benefit of all users.

We do use cookies which retain information about your online behaviour, preferences and settings. For more information, please refer to our cookie policy below. This may include information about whether emails have been delivered, opened, or links within them clicked.

Where we process special category data, including information relating to disability, health, ethnicity, dietary requirements, or access requirements, we do so only where necessary, in accordance with Article 9 of the UK GDPR, and with appropriate safeguards in place.

Third Parties

We may receive personal data from third parties, including ticketing providers, partner organisations, service providers and organisations we work with to deliver events, projects and services.

Where personal data is shared with us by a third party, we will ensure that such sharing is lawful and that appropriate information about the processing of your personal data is made available to you.

We encourage you to review the privacy notices of any third-party organisation with which you share your information so that you understand how your data will be used and protected.

Third Party Privacy Policies and Statements:

[Mailchimp](#)

[TicketSource](#)

[Survey Monkey](#)

[Survey Legend](#)

[PayPal](#)

Social Media:

We maintain a presence on several social media platforms. Depending on your privacy settings and interactions with those platforms, we may receive information that you choose to make available to us when you engage with our content, contact us, or participate in activities that we run through those platforms.

We may also receive aggregated or pseudonymised audience insights from social media platforms to help us better understand and engage with our audiences. For further information about how these platforms process your personal data, please refer to their individual privacy notices:

[Facebook](#)

[YouTube](#)

[Soundcloud](#)

[Spotify](#)

[LinkedIn](#)

[Instagram](#)

[Vimeo](#)

Information Available Publicly

We may collect information from publicly available sources, including information relating to an individual's professional role, trusteeships, geographical area, and philanthropic or charitable interests. Sources may include Companies House, the Charity Commission, internet searches, publicly available websites, and information published in newspapers, magazines, and other media. We use this information to identify potential partners, supporters, voluntary promoter groups, community venues and performance companies, and to help ensure that our communications and fundraising activities are relevant and appropriate.

Why do we collect your personal information and how do we use it?

We process your personal information so that we can perform our everyday functions.

To carry out our business and to provide a service or carry out a contract with you:

- Carry out our obligations arising from any contracts between you and us.
- Provide the best possible customer services and to help us with internal administration.
- To invite you to events, as per your membership benefits.
- To fulfil ticket, merchandise, donation, and membership requests.

- Process payments.
- Notify you about changes to our service.
- Contact you with important information relating to your booking or purchase, such as confirming your order, reminding you of an upcoming performance you've booked for or letting you know about factors that may affect your attendance, such as cancellations, or changes to event start times, artists, or venue.
- Manage your individual account, ensuring effective service provision and access to discounts or special offers where available.
- Investigate complaints, legal claims, or important incidents.

Where we have your consent (and before any withdrawal of your consent) to:

- Send you updates via email and post about what's on, on-sale dates and ticket or membership offers, products/ services and news about our organisation.
- E-mail you about a specific topic you've requested to hear more on such as specific productions, community work or opportunities to support our work.
- E-mail you about our fundraising activities.
- Record and use information about your access requirements, where you choose to provide it, to enable us and our venue partners to make reasonable adjustments and improve your experience.
- Take pictures of you as an attendee of an event or participant on a project.
- Advertise via digital advertising platforms about what's on, offers and news.
- Share your details with other arts organisations (artists and performance companies) who have produced shows you may have seen, or local voluntary promoter groups who work in collaboration with Live & Local. We will only share your details where you have expressly consented to us doing so. The receiving organisation will be responsible for informing you how they process your personal data and how you may exercise your data protection rights.

The regularity of event promotion depends on the nature of the communication. Subscribers may receive regular event listings, together with occasional communications relating to specific artforms, projects, venues or opportunities that match their stated preferences. There will also be occasional artform-, project- and/ or venue-specific e-mails that are sent to targeted subscribers detailing specific events within their, or their near-neighbour, communities. You can amend your preferences at any time by contacting us or by clicking the link any email campaign footer.

Where we have a legal obligation to:

- comply with applicable laws, regulatory requirements, and lawful requests from public authorities.
- maintain financial and accounting records.
- prevent, detect, and investigate fraud and other unlawful activity.

Where we have legitimate interest to:

- Ensure that content from our website(s) is presented in the most effective manner for you and for your computer.
- Learn about your interests and preferences so that we can contact you with information that is relevant to you.
- Help us target our marketing and development communications and adverts so that they're more relevant to you.
- Send relevant invitations to events, press nights or other fundraising opportunities via post or phone if we believe this would be of interest.
- Use your pseudonymised details to show you advertising on such social media platforms as Facebook and Instagram or via other third-party advertising that may appear on other websites you use. The information shared with these platforms is pseudonymised to protect your personal data.
- Undertake basic profiling to classify our audience into groups or segments, using booking and publicly available information. These segments help us to understand our audience better and

ensure we're sending relevant messages to each group. We may use third-party processors to help achieve this. We also submit these anonymously as part of reporting to fundraising and public funding bodies (such as Arts Council England).

- Participate in the Audience Finder initiative or other initiatives as required by our Arts Council England NPO (National Portfolio Organisation) funding. This initiative builds an aggregate picture of local and national audiences across all Arts Council England National Portfolio Organisations. Their tools allow us to understand how our audience in a local and national context and helps us to identify new audience opportunities.
- Undertake audience research (such as surveys) to: evaluate and continually improve the services and events we provide; evaluate of the success of an event; measure and understand how our audiences respond to a variety of marketing activity so we can ensure our activity is well targeted, relevant and effective; amend/ improve Live & Local's programme; improve the facilities of participating venues; widen access and participation in the arts; report to our funders like Arts Council England and local authorities.
- Promote and develop attendance at events and participation in our activities.
- Film and photograph the spaces in which shows take place. We will provide notice where filming or photography is taking place and take reasonable steps to accommodate requests from individuals who do not wish to be photographed or filmed.
- Help us run the test version of our website and CRM system that we use internally to pilot new features and ensure the smooth running of our customer services.
- Enable us to fundraise effectively.
- Ensure compliance with our rules and procedures.

We also collect information to better inform our teams about:

- prospective voluntary promoters and/or rural and community venues.
- prospective touring and/ or project artists and performing companies.
- donors/ supporters, to fulfil our fundraising goals.

We may also collect information to help us identify and engage with prospective voluntary promoter groups, community venues, artists, performing companies, donors, and supporters. We do this to ensure that our communications, partnership opportunities and fundraising approaches are relevant and appropriate.

We will not use your information for any other purposes unless we are required to do so by law, in connection with any legal proceedings, or to establish, exercise or defend our legal rights.

Where we have relied on our legitimate interests to process your personal data, you may contact us to obtain more information, including in relation to our assessment of the impact on you.

Who do we share your information with?

Your personal data may be accessed by authorised employees, board members and contractors where necessary for them to carry out their duties and only in connection with the purposes described in this Privacy Statement.

Live & Local will never share, sell, rent, or trade your personal information to any third parties for marketing or fundraising purposes without your prior consent. We will ask for your consent to share personal information with organisations whose work we have toured and which you may have seen in your local community venue. These requests will be specific to the individual organisation so that your consent decision is informed. We will ask for your consent to share personal information with the local voluntary promoter group and/ or community venue in which you may have seen one of the touring shows.

Your personal data might be passed to a third-party data processor from time to time if they need it in order to fulfil your order(s) for our goods and services, or to execute the communications we send to you, or in order to provide us with professional accounting or legal advice, or due to our obligations to comply

with current legislation and bank transactions, or our duty to comply with a regulatory authority in accordance with our legal obligations. Where third parties process personal data on our behalf, they do so under agreements that require them to act only on our instructions, keep information secure and comply with applicable data protection legislation.

If another entity acquires us or our assets, your information may be disclosed to that entity as part of the due diligence process and, if the acquisition goes ahead, your information will be transferred to that entity. We undertake appropriate due diligence and ensure that suitable contractual and confidentiality obligations are in place where required.

Any data that is processed by third parties must be processed within the terms of this policy and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Examples of what data we may share and/or who we may share it with are as follows:

- Name, e-mail address and postcode with MailChimp e-mail marketing service to produce e-marketing campaigns and pre- and post-show e-mails/ e-surveys (e-marketing campaigns require consent).
- Service providers for the provision of specific business operations (such as IT service providers and mailing houses), but only if we have a written agreement in place with such providers protecting your information.
- Service providers who aggregate data for us to do benchmark reporting across the industry.
- Named third-party organisations (e.g., artists, performance companies, voluntary promoter groups, venues) if you ticked the relevant opt-in box when you purchased tickets/ completed audience survey forms. In these instances, we may supply your personal information to that specific organisation only. We will only supply full name, e-mail address and postcode in these data shares and only with your consent.
- Other organisations such as competition organisers if you choose to take part in such activities that need administration by third parties, and you choose to opt in for contact from those organisations. We will only supply full name and email address in these data shares and only with your consent.
- Any answers you give in one of our surveys via Survey Monkey.
- Third party advertisers (such as Facebook or Google) to help us identify customers like our audience or to serve adverts they deem relevant to you on third-party websites. The information shared with these advertisers is pseudonymised to protect your personal data.
- Where legally required to do so (for example, under a court order), or when requested by the police or a regulatory or government authority investigating illegal activities.
- With ticketing system providers who provide support should our ticketing system require maintenance.
- With any audience insight agency to benchmark our organisation against other subsidised and commercial venues. This allows us to gain a further understanding of our audience's behaviour and gives us insight into potential new audiences.
- With successors in title or replacement operators of all or part of our organisation, subject to the data being used for the same purposes as originally specified.

Our website contains links to other websites. Live & Local is not responsible for the content or data protection / privacy policies of third-party websites connected to our site. Live & Local recommends that you check the policy of each website you visit and contact its owner or the data team if you have any concerns or questions. The policy described here, applies only to personal data collected by the Live & Local.

How do we protect your data?

Live & Local is committed to protecting the personal information you entrust to us. We implement appropriate organisational, physical, and technical security measures designed to protect personal data from unauthorised access, loss, misuse, disclosure, alteration, or destruction.

Access to personal data is restricted to authorised employees, board members, contractors, and service providers who require it to carry out their duties. Everyone working for or on behalf of Live & Local is subject to appropriate confidentiality obligations.

We maintain policies, procedures, and security controls to help ensure that personal data is processed securely and in accordance with UK data protection legislation. Oversight of these arrangements is provided by the Management Team and Board of Trustees.

Where third-party suppliers process personal data on our behalf, we have appropriate agreements in place requiring them to protect personal data, maintain appropriate security measures and comply with applicable data protection legislation.

If a personal data breach occurs, we will assess the risk to individuals and, where required by law, notify the Information Commissioner's Office (ICO) and affected individuals.

Where appropriate, we will anonymise or pseudonymise personal data to reduce privacy risks and support secure analysis, reporting and service improvement.

Where is your information stored?

Personal data is stored securely within our information systems and with carefully selected third-party service providers. We use appropriate technical and organisational measures to protect personal data and help prevent unauthorised access, disclosure, loss, or misuse.

If you are provided with a password or choose one yourself to access certain areas of our website or services, you are responsible for keeping that password confidential and should not share it with anyone.

Some of our service providers may store or process personal data outside the United Kingdom. Where this occurs, we will ensure that appropriate safeguards are in place in accordance with UK data protection legislation.

When personal data is transferred outside the United Kingdom, we will ensure that one or more of the following safeguards applies:

- the destination country is covered by UK adequacy regulations.
- appropriate contractual safeguards, such as the UK International Data Transfer Agreement (IDTA) or approved international transfer clauses, are in place; or
- another lawful transfer mechanism applies under UK data protection legislation.

We take reasonable steps to ensure that any organisation processing personal data on our behalf provides an appropriate level of protection for that information.

How long will we keep your information?

We will keep your personal information only for as long as is reasonably necessary for the purposes set out in this Privacy Statement and to fulfil our legal, regulatory, and contractual obligations. We will not retain more information than is necessary.

Retention periods vary depending on the type of information and the purpose for which it is processed. In some cases, we are required by law to retain certain records, including financial records, for specified periods.

When determining appropriate retention periods, we consider:

- legal and regulatory requirements.
- applicable limitation periods.
- actual or potential disputes.
- operational requirements; and
- guidance issued by relevant regulatory and data protection authorities.

When personal information is no longer required, we will securely delete, anonymise, or destroy it.

If you ask us to stop sending direct marketing communications, we will retain the minimum information necessary to record and honour your preferences and to ensure we comply with your request.

Children's Information

Some of our activities, projects, workshops, and events involve children and young people. Where we collect personal data relating to children, we are committed to ensuring that it is processed lawfully, fairly, and transparently.

Where required, we will seek consent from a parent, guardian, or other person with parental responsibility before collecting or using a child's personal data.

We may collect personal data relating to children and young people for purposes including:

- participation in projects, workshops, and events.
- booking and attendance administration.
- safeguarding and emergency contact arrangements.
- monitoring, evaluation and reporting to funders.
- accessibility and support requirements.
- photography, filming, and publicity activities where appropriate consent has been obtained.

Where required by law, Live & Local will obtain consent from a parent, guardian, or other person with parental responsibility before collecting or using a child's personal data.

If you are under 18 and provide personal information to us through our website, we encourage you to discuss this with your parent, guardian, or another responsible adult. Where we believe parental consent is required but has not been obtained, we may be unable to process your information and may delete it.

Parents, guardians, and young people may contact us at any time to ask about the personal information we hold and how it is used.

What are your rights?

You should find it easy to access and amend the personal information that we hold about you, or request that we stop contacting you. It's your data and we want to make sure you feel in control of it.

You have the following rights regarding your information:

Rights	What does this mean?
1. Right to be informed	You have the right to be provided with clear, transparent, and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this Privacy Statement.
2. Right of access	You have the right to obtain access to your information (if we are processing it), and certain other information (like that provided in this Privacy Statement).
3. Right to rectification	You are entitled to have your information corrected if it is inaccurate or incomplete.
4. Right to erasure	This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.
5. Right to restrict processing	You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. Where processing has been restricted, we may continue to store your information but will not otherwise process it except when permitted by law.
6. Right to data portability	You have the right to obtain and reuse your personal data in a structured, commonly used, and machine-readable format in certain

	circumstances. In addition, where certain conditions apply, you have the right to have such information transferred directly to a third party.
7. Right to withdraw consent	If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).
8. Right to object to processing	In addition to the above rights, you also have the right to object to certain types of processing, in certain circumstances. In particular, the right to object to the processing of your personal data based on our legitimate interests' grounds (including processing for direct marketing).
9. Right to lodge a complaint	You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your personal data has been processed unlawfully or your rights have not been respected.

More information on your rights:

You can request full details of personal information we hold about you under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. You will need to provide:

- Full name, address, email address, phone number, so that your identity can be verified against our records and your information located.
- We may request proof of identity where necessary to confirm your identity before disclosing personal data to you.
- An indication of what information you are requesting to enable us to locate this in an efficient manner.

There is no fee for Subject Access Requests. In limited circumstances permitted by law, we may refuse a request or charge a reasonable fee. Where this applies, we will explain our reasons. We will normally respond within one month of receiving a valid request. In some cases, where requests are particularly complex, this period may be extended as permitted by law.

The request response will cover the following information:

- Any personal data that is being processed.
- A description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people.
- A copy of the information comprising the data; and details of the source of the data.

If you require Subject Access Requests or our response to them in braille or any other format, please contact us and we will happily arrange this as quickly as possible.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. You have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office: ico.org.uk

If you are under 18, please ensure you obtain your parent/guardian's consent before you provide personal information to Live & Local. If you don't have consent, you must not provide personal information to us.

Cookies Policy

About Cookies

Cookies are small text files placed on your computer, smartphone, or other device when you visit a website. They help websites function effectively, improve user experience, remember your preferences, and provide information to website owners about how their sites are used.

Some cookies are essential for the operation of our websites, while others help us understand how our websites are used or enable us to improve our communications and services.

Where required by law, we will ask for your consent before placing non-essential cookies on your device. You can manage your cookie preferences at any time through our cookie settings tool.

Types of Cookies We Use

Essential Cookies

These cookies are necessary for the operation and security of our websites. They enable core functionality such as page navigation, secure access to areas of the website, transaction processing and form submission.

Because these cookies are necessary for the website to function, they cannot be switched off through our cookie preference settings.

Cookie Preference Cookies

These cookies remember the choices you make about cookies and help us record and respect your preferences. They ensure that you are not repeatedly asked to provide the same cookie choices each time you visit our website.

Analytics Cookies

Analytics cookies help us understand how visitors use our websites. They collect information about website usage, such as the pages visited, how long visitors spend on the site and how users arrive at our website.

We use Google Analytics and similar tools to help us analyse website performance and improve our services. Information collected through analytics cookies may be aggregated or pseudonymised and may be processed by Google in accordance with its Privacy Policy.

Analytics cookies will only be used where you have provided your consent.

Functional Cookies

These cookies enable enhanced functionality and personalisation, such as remembering certain preferences and settings that improve your experience of our websites.

Transaction and Session Cookies

These cookies are required to support online transactions and essential website functionality. They may temporarily store information needed during your visit, such as form submissions or items in a booking or purchasing process. Session cookies are normally deleted automatically when you close your browser.

Advertising and Targeting Cookies

We may occasionally use advertising or targeting cookies to measure the effectiveness of our promotional campaigns and to help ensure that advertising displayed to you is relevant to your interests.

These cookies will only be used where you have provided your consent.

Third-Party Cookies

Some pages on our websites may include content provided by third parties, such as video, audio, social media, or other embedded content. These third-party services may set their own cookies and process information in accordance with their own privacy and cookie policies.

Examples may include services provided by YouTube, Vimeo, SoundCloud, Facebook, Instagram, and other digital platforms.

Email Communications

Where permitted by law and in accordance with your preferences, we may use technologies such as tracking pixels and link tracking within email communications. This helps us understand whether emails have been delivered, opened or links clicked, enabling us to improve the relevance and effectiveness of our communications.

Managing Cookies

You can control and manage cookies in several ways:

- by using the cookie preference settings available on our website.
- by changing your browser settings to block or delete cookies.
- by using browser tools that allow you to manage tracking technologies.

Please note that disabling certain cookies may affect the functionality of parts of our website. Further information about cookies, including how to control and delete them, can be found at:

www.allaboutcookies.org

Updates to this Statement

We may update this Privacy Statement from time to time to ensure it remains accurate, up to date and reflects changes in our activities, services, legal obligations, or regulatory requirements.

Any changes will be published on our website and will take effect from the date of publication. Where appropriate, we may also notify you of significant changes by email or other suitable means.

We encourage you to review this Privacy Statement periodically to stay informed about how we collect, use and protect your personal information.

How do I find further information?

If you have any questions about this Privacy Statement or our use of your personal information, please contact us using the details provided above.

Further information about data protection law and your rights can be found on the Information Commissioner's Office (ICO) website at:

www.ico.org.uk

If you have concerns about how we have handled your personal information, you have the right to lodge a complaint with the ICO.