# Privacy Policy

## What types of data do we hold and what do we use it for?

The personal data we collect is made up from the information you give us during your use of our website. We may hold basic personal data (title, name, address, phone number and email – if provided by you) so we can respond to an enquiry.

People may provide documents to FNG which contain personal data. These documents are stored securely and are only used and retained for the specified need.

We monitor the number of visits to the pages of our website. This allows us to understand whether our website is providing helpful. The analytics do not identify an individual.

We do not purchase or obtain any supplemental personal information. We do not obtain, store or process special category personal data.

## What is the legal basis for processing your data?

We will only process your data where we have a lawful basis for doing so.

#### How long do we keep your data?

We only retain your personal data for so long as it is needed and we will remove it in no more than 30 days if you ask use to delete it.

#### Who do we share your data with?

FNG will not disclose any information you provide without first receiving your permission, or unless we are instructed to do so by a recognised legal authority or to satisfy a legal obligation.

# Security of our Website

FNG takes all reasonable steps to protect all data from unauthorised access, loss, misuse, alteration or corruption. However, we cannot guarantee the security of information you disclose online. By using the FNG website, you accept the security implications of communicating online and will not hold FNG responsible for any breach of security unless such breach has been caused by FNG's negligence.

## Cookies

Like most other professional websites, the FNG's website provider (Wix) uses Cookies, which are small files that are downloaded to your computer, to improve your experience. Generally, Cookies identify you through your IP address and do not collect information about your identity. FNG as a group does not automatically collect any data or use Cookies.

# **Disabling Cookies**

You can manage Cookies by changing your browser settings to block or delete Cookies. Disabling Cookies can affect the functionality of this and other websites you visit. Disabling Cookies will usually result in also disabling certain functionality and features of this site. Therefore, it is recommended that you do not disable Cookies.

## **Third Party Cookies**

Our site uses Wix analytics to help us understand how you use the site and ways that we can improve your experience. Wix' terms of use are available here <u>https://www.wix.com/about/terms-of-use</u>.

## What are your rights?

You may (a) request access to a copy of your personal data (b) ask us to rectify inaccurate information held about you (c) ask us to delete the personal data we hold about you (d) ask us to send such personal data to

another data controller. You may also object to us processing your personal data. You may withdraw your consent at any time. Please contact us at RNG to exercise any of your individual rights.

You also have the right to lodge a complaint with the Information Commissioner. Information can be found at www.ICO.org.uk. If you would like to raise your complaint with us in the first instance, please email: <u>Farnboroughnoise@gmail.com</u>.

# Equal Opportunities/Diversity Policy

FNG seeks to engage with all communities with a commitment to equal opportunities and non-discrimination. We adhere to the Equality Act 2010, which includes age, sex, gender, race, disability, religion/belief and sexual orientation.

All those that associate with FNG will be expected to respect and act in accordance with the policy. Any form of discrimination or intolerance, wherever written or verbal, will not be tolerated.

Any complaint regarding discrimination, bullying and victimisation will be considered by the committee. Any individual is also entitled to report any breach of the Equality Act 2010 to the police.