

# Scale Rule CIC Privacy Policy

Updated: 22nd May 2018

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of the data protection legislation, the data controller is Scale Rule CIC of White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF.

## Information we collect from you and how we use it

We only collect data you give us. To continue operating as a community interest company and meet our objectives as an organisation we rely on our network of volunteers. The extent of information we collect is limited to that which you supply when you register on our website to be updated about future activities.

The data you provide us will only ever be used for the purpose of keeping you up to date with Scale Rule activities, and alert you to anything else exciting going on we think might interest. Our email updates are generally sporadic, and we won't be offended if you choose to opt out at anytime. To opt out just email [hello@scalerule.org](mailto:hello@scalerule.org) to let us know.

## Cookies

Our website doesn't use cookies meaning you're free to use it as you like!

## Third parties

We'll never share your data to any third parties unless compelled by the law to do so. The fact that you've trusted us with your personal data and volunteered to get involved with community activities means the world to us, and we'd hate to betray that trust.

## Data storage

Data is held in the United Kingdom on a secure platform. We'll keep your data as long as you want us to.

## The legal jargon

If you are based within the EEA or within another jurisdiction having similar data protection laws, in certain circumstances you have the following rights:

1. the right to be told how we use your information and obtain access to your information;
2. the right to have your information rectified or erased or place restrictions on processing your information;
3. the right to object to the processing of your information e.g. for direct marketing purposes or where the processing is based on our legitimate interests;
4. the right to have any information you provided to us on an automated basis returned to you in a structured, commonly used and machine-readable format, or sent directly to another company, where technically feasible ("data portability");
5. where the processing of your information is based on your consent, the right to withdraw that consent subject to legal or contractual restrictions;
6. the right to object to any decisions based on the automated processing of your personal data, including profiling; and
7. the right to lodge a complaint with the supervisory authority responsible for data protection matters (in the UK the Information Commissioner's Office).

If you wish to exercise your right described above or for any question you may have, please contact us at [hello@scalerule.org](mailto:hello@scalerule.org).

For complete information regarding your rights, please visit the Information Commissioner's Office (ICO) website at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>.

## Other sites and social media

This privacy notice only applies to Scale Rule and the Scale Rule website so if you follow a link from our website to another site or service, this Privacy Notice will no longer apply. We are not responsible for the information handling practices of third party sites or services so please check their policies if you have any concerns.

## Contact

If you have any questions, comments or concerns about anything contained in this policy then please don't hesitate to contact us either in writing at Scale Rule CIC, White Collar Factory, 1 Old Street Yard, London, EC1Y 8AF or [hello@scalerule.org](mailto:hello@scalerule.org).

## Our details

This website is owned and operated by Scale Rule CIC.

We are registered in England and Wales under registration number 10567345.

You can contact us:

- by post, to the postal address given above
- by email at [hello@scalerule.org](mailto:hello@scalerule.org)