

Coventry and Warwickshire Reinvestment Trust Privacy Policy and Disclaimer

This privacy policy sets out how the Coventry and Warwickshire Reinvestment Trust (CWRT) uses and protects any information that you give CWRT when you use this website.

CWRT is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

CWRT may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from December 2013.

What We Collect

We may collect the following information:

- name and business details
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

What We Do With The Information We Gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send promotional emails about new services or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How We Use Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web

application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to client needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links To Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or getting in touch via our [contact page](#)

Information Sharing

Data Protection Act 1998 (the 'DPA')

Coventry and Warwickshire reinvestment Trust Limited ('CWRT') is a Data Controller (as defined in the DPA) in relation to any Personal Data (as defined in the DPA) you provide to us on our website. Our privacy policy sets out how we collect and use your information. If you do not provide the information requested of you on our website or at any other time throughout the application process we may not be able to provide the service you have requested.

Disclosure of information

From time to time CWRT will disclose information you have provided to us to our funding providers, others within the business support network and/or to members of CWRT's group (as defined by sections 1152, 1159 and 1160 of the Companies Act 2006) to meet evidential, monitoring or audit requirements, any other requirements of our funding providers and for

administrative and marketing purposes. We may also disclose this information to sub-contractors who carry out work on our behalf, when it is appropriate to do so. From time to time CWRT or members of CWRT's group may contact you about our other services which may be of interest to you, unless you tell us not to do so. We will not sell on or disclose information to any other parties for any other purpose under any circumstances.

Freedom of Information Act 2000 (the 'FOIA')

The CDFA is subject to the requirements of the Freedom of Information Act 2000 (the Act) and the Environmental Information Regulations 2004 (the Regulations) which means that any information that they hold, which includes information about you or that you have provided to CWRT and which CWRT has provided to them for evidential, monitoring or audit purposes may need to be disclosed in response to a request for that information under the Act or the Regulations unless an exemption in the Act or the Regulations applies.

The CDFA will not provide any information about you in response to a request where to do so would be a breach of the Data Protection Act 1998 or would breach any duty of confidentiality that CWRT or The CDFA owe to you. If The CDFA thinks that you may be affected by any disclosure that they need to make then they will in most cases try to consult you for your views before they disclose the information. If you are unsure whether an exemption under the Act or the Regulations could apply to any information that you provide to CWRT and which we may provide to The CDFA then you may wish to seek legal advice before submitting that information to CWRT.

If you believe that any information we are holding on you is incorrect or incomplete, please [get in touch](#) with us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.