### Privacy Policy

Gomito Productions, 2 Saddleback Lane, Bassingbourn, SG8 5NQ

We are committed to protecting the privacy and security of the personal information we collect from our customers and supporters. We will only use your personal information in accordance with the Data Protection Act 1998 (DPA), Privacy and Electronic Communications Regulations (PECR), General Data Protection Regulation 25 May 2018 (GDPR) and other relevant legislation.

If you disagree with our online privacy policies, you should not use this website or provide us with your personal details. Your use of this website is deemed to signify your acceptance of these privacy policies.

Our Privacy Policy is set out below. Please read it with care as it describes how we will process your data.

# Your personal information

You can visit this website and access information without giving us any personal information. However, in the interest of offering targeted and current information about the company, you may choose to give us your email address so we can keep you updated with our activities.

This personal data that you may provide as part of signing up to our mailing list or newsletter will be stored under strict safekeeping and confidentiality measures. The information we hold will be accurate and up to date within our knowledge.

We use google analytics to collect information about how our visitors use our site and to help us improve the way our website works and improve our service. The analytic information is anonymous, we can see what you visited, not who you are. This non personal information includes IP address (The location of the computer on the internet); web pages accessed and filed downloaded.

#### Third party

We pledge that any personal information we hold is kept safely and securely and will never be sold, given or shared with any third party. From time to time we may email you with suggestions of other organisations that we support and think you may be interested in however it is at your control to sign up to their mailing lists or newsletters.

### **Surveys and promotions**

From time to time we may conduct surveys and promotions and may request information from you as part of these. Participation in these is entirely voluntary and you therefore have a choice whether or not to disclose any information which might be required.

### **Children and Vulnerable adults**

We are committed to safeguarding children, young people and vulnerable adults. If you are aged 16 or under, please obtain your parent/guardian's permission before you provide any personal information. Users without such consent are not allowed to provide us with personal information

## **Update your preferences**

You have the right to access and correct your personal information and privacy preferences at any time. You can easily update your personal information and communications preferences, or unsubscribe by clicking 'unsubscribe' link within a newsletter or email or by emailing us at info@gomito.co.uk

Each email we send will have the option to unsubscribe. We will consider that your preferences last for five years unless you notify us otherwise.

#### Access to and deletion of your personal data

You have the right to ask for a free copy of any personal information that we hold about you (to be supplied within one month of receiving request) or to permanently delete any information. Should you wish to have access to or delete your personal data please contact info@gomito.co.uk

#### Website usage and cookies

This website uses cookies. Cookies are small pieces of information that are stored by your browser on your computer hard drive. They make it possible for us to track visitor statistics. You may withdraw your consent by blocking cookies in your browser settings at any time,

Third party cookies may be dropped via our site by other websites for example embedded videos via youtube.com or Vimeo who may drop a cookie on your computer once you click on play so it knows you have watched it. We accept no liability for any misuse of your personal information by third parties as this is outside our control. You therefore proceed at your own risk.

We will endeavour to keep the information on this website up to date and correct, we do not guarantee the completeness, accuracy, reliability, sustainability of this website and any of its contents. Any reliance you place on this is at your own risk. Gomito Productions will not be liable for any loss or damage arising from your use of this website.

You have the right to complain to the information commissioner's office if we have not been able to satisfactory resolve a problem about our handling of your personal information. For more information about your data protection rights, please visit the website of the information commissioner's office at ico.org.uk

If you have any questions or concerns about your privacy in relation to this website then please contact info@gomito.co.uk

This policy may change from time to time for please check it periodically. It was last updated in April 2018.