



## Privacy Policy

Sheffield Co-operative Development Group (SCDG) is committed to protect and respect your privacy.

This Policy explains when and why we collect personal information about people who use our services, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

This Policy may be changed from time to time so when we make any changes we will let you know. By using our services you are agreeing to be bound by this policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [alan@scdg.org](mailto:alan@scdg.org) or by writing to SCDG, Aizlewood's Mill, Nursery Street, Sheffield S3 8GG. Alternatively you can call 0114 282 3100.

### Who we are

We are Sheffield Co-operative Development Group, a small business advice agency specialising in the development, governance and ongoing stability of co-operatives and mutual organisations and enterprises We are registered with Financial Conduct Authority, at Aizlewood's Mill, Nursery Street, Sheffield S3 8GG. Our registration number is 25386R.

### How we collect information from you

We collect information from the forms that you complete when you use our services or take out membership, for example the Application Form. We also collect information from email exchanges between ourselves.

### What type of information we collect

Personal information we collect might include, name, address, email address.

Co-operative membership

Enterprise partnerships

Committee and board memberships

### How do we use your information

We may use your information to :

Inform you of changes to our service

Contact you about the services you are using

### Who we share your information with

We won't share your information with anyone except to comply with our legal obligations.

We will not share your information with any organisation outside the EU.

### How long will we store your data?

We will store your data in line with our legal requirements and for a maximum of 10 years after you have finished using our services.

### How can you access the data we hold about you

If you wish to obtain specific details about the information we hold about you, you can submit a request to The DPO, SCDG, Aizlewood's Mill, Nursery Street, Sheffield S3 8GG. The information requested will be available within one month. There will be no charge for supplying the information as long as the request is not manifestly unfounded, excessive or repetitive.

If you feel that we should delete any of your personal data you can submit a request to the DPO, SCDG, Aizlewood's Mill, Nursery Street, Sheffield S3 8GG. The information will be deleted as long as it is not required for legal reasons. If you feel we have used or shared any of your information incorrectly you have the right to complain to the Information Commissioners Office (ICO). Their telephone number is 0303 123 1113.