

## Wyvern Community Transport Website Privacy Policy

Wyvern Community Transport is a registered charity providing community transport services in the Rochford district and Castle Point Borough. This privacy policy explains how we use any personal information we collect about you when you use this website.

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

### What information do we collect about you?

We collect information when you voluntarily complete any forms on our website or send us information via email. Website usage information is collected using cookies.

### How will we use the information about you?

We will only use your information for the purposes stated at the time of submission. This may be to provide you with information about our services, subscribe to our e-bulletins, or keep you updated on events you have expressed interest in.

Wyvern Community Transport will not share your information for marketing purposes with any other companies. If you have consented to receive newsletters, email bulletins or other regular correspondence, you may opt out at a later date directly from each email. You have a right at any time to stop us from contacting you.

### Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the addresses below. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### Changes to our privacy policy

We keep our website privacy policy under regular review and we will place any

updates on this web page. This website privacy policy was last updated on 13 September 2019.

**How to contact us**

Please contact us if you have any questions about our website privacy policy or information we hold about you:

**In writing:** The White House Rear of Council Offices Kiln Road Thundersley Essex SS7 1TF

**Telephone:** 01268 754959

**Email:** [manager@wyvernct.org.uk](mailto:manager@wyvernct.org.uk)