



**The Anthony Seddon Fund**  
Supporting mental wellbeing in our community

<b>Document Control</b>	
<b>Title:</b>	<b>Privacy Policy – Website &amp; Social Media</b>
<b>Version:</b>	<b>3</b>
<b>Reference Number:</b>	<b>IG-009A</b>
<b>Scope:</b>	
This policy applies to all visitors to <b>The Anthony Seddon Fund</b> social media platforms and website.	
<b>Purpose:</b>	
The purpose of this document is to ensure the general public is informed how <b>The Anthony Seddon Fund</b> collects, handles and stores personal information received through social media platforms and the Charity website.	
<b>Supersedes:</b>	
Privacy Policy (Online & Social Media) – March 2020	
<b>Next Review Date:</b>	June 2023

<b>Signed On Behalf of the Board of Trustees</b>			
<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

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## 1. Introduction

**The Anthony Seddon Fund** needs to keep certain information on its customers and visitors to its various social media platforms and website, to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The Charity is committed to ensuring any personal data received through these means will be dealt with in line with all relevant data protection legislation, as laid out in **IG-001 – Data Protection & Confidentiality Policy**. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

This document feeds into the larger Charity Privacy Policy – **IG-009 – Privacy Policy** and is specifically related to the websites and social media platforms owned and operated by **The Anthony Seddon Fund**.

## 2. What Information Do We Collect About You?

We collect information about you when you use our online contact form, to ensure that we can respond to any and all correspondence that we receive. Any information that you share with us is confidential unless we feel that you are at risk of harm to yourself or others, in which case we will refer to Section 6.5 of **IG-001 – Data Protection & Confidentiality Policy**, available upon request.

We also collect information when you voluntarily complete surveys and provide feedback to the Charity. Website usage information is collected using cookies.

### 3. How Will We Use the Information About You?

Most information kept by **The Anthony Seddon Fund** relates to individuals, staff, trustees and volunteers. Information collected via social media and the website is kept to enable colleagues to understand the needs of the individual in order to deliver the most appropriate services, monitor effectiveness and visitor levels to our website and social media platforms.

### 4. 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 make your request in writing to the address below. 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.

### 5. 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.whatarecookies.com](http://www.whatarecookies.com) 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. In a few cases some of our website features may not function as a result.

### 6. Other Websites

Our website and social media platforms contain links to other websites. This privacy policy only applies to these websites and social medias owned and operated by **The Anthony Seddon Fund**. When you link to other websites, you should read their own privacy policies. **The Anthony Seddon Fund** is not responsible for any content on any external website or social media account.

## **7. Changes to Our Privacy Policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 7<sup>th</sup> June 2022.

## **8. How to Contact Us**

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

- Contact Form
- Or write to us at: The Anthony Seddon Centre, 12 George Street, Ashton-under-Lyne, OL6 6AQ

## **9. Review**

This policy will be reviewed annually to ensure that it remains up-to-date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.