



## Privacy Policy

Advonet respects the privacy of website users.

Advonet only collects or stores information provided by site visitors.

### **Personal information**

Advonet will only use personal information to:

- Distribute campaigning and update information,
- Provide specifically requested information, and
- send you communications we think may interest you.

Please inform us if you do not wish to receive such information.

### **Disclosures**

Advonet will only disclose personal information where we are required to do so by law or for legal proceedings.

### **Information security**

Advonet takes reasonable technical and organisational precautions to prevent the loss, misuse or alteration of personal data.

All information provided is stored on secure (password- and firewall-protected) servers.

By using this website, you acknowledge that internet information is inherently insecure. Advonet cannot guarantee the security of data sent over the internet.

### **Policy amendments**

Advonet may update this privacy policy from time to time by posting a revision here. Please check this page occasionally to note such changes.

### **User rights**

Users may request copies of personal information, called Subject Access Reports (SAR), held by Advonet, subject to:

- paying a fee (currently GBP 10); and
- providing appropriate evidence of identity – such as a copy of the photo pages of a passport, or driving licence, certified by a solicitor or bank if necessary, plus a copy of a (utility) bill showing your current address.

SARs must be made in writing, addressed, signed and dated. Third parties requesting SARs on behalf of clients must provide appropriate authentication of their clients' identities and necessary legal justification and authority to allow the release of such information.

Advonet Leeds may withhold information within legal limits.

By e-mailing Advonet, you authorise Advonet to retain such personal information within the scope of current UK data and information collection legislation.

### **Other websites**

Advonet accepts no responsibility for the content, privacy policies or practices of other websites.

### **Updating information**

Please inform Advonet if personal information needs correcting or updating.

### **Questions**

Queries about this policy and data retention should be sent to:

[office@advonet.org.uk](mailto:office@advonet.org.uk)

or by post to:

Data Controller

Advonet

Unity Business Centre

26 Roundhay Road

Leeds LS7 1AB

The data controller is Advonet.

The data protection registration number is Z3304637.