

Privacy Policy

The Seereer Resource Centre is committed to protecting and respecting your privacy when visiting our website www.seereerresourcecentre.com.

Our Privacy Policy sets what information we collect and how we process it, how we collect it and how we protect it. Please read the following information to understand our practices with regards to your personal data and how we will treat it.

YOUR PERSONAL DATA

When you visit our Website www.seereerresourcecentre.com, we will collect some of your personal data so that we can accept your registration to use our forum, process your order and/or provide you our product(s). Some of these personal data may include your name, address, telephone number, e-mail address or mobile number. We do not store credit/debit card details and any payment made for our products and services are processed securely by PayPal through their SSL encrypted page.

HOW WE COLLECT THE DATA

- We collect your data when you fill in our online Forms such as our Registration Form or Contact Us Form.
- Telephone, e-mail, fax and mail correspondences.
- Subscribing to our services.
- Reporting problems to us.
- Transactions you have carried out and completed transactions, etc.

WHAT WE DO WITH THE DATA

You should recognise and accept that your personal data has been given to us in order for us to provide our products and services to you, and for record keeping in accordance with English Laws and Regulation. As such, data may be made available to third parties such as the Police, Customs and Exercise and the Courts only if we are required to do so by law. For example if you have committed a criminal offense and statutory law demands that we reveal your data. You also authorise us to use and retain such data and to transmit it to our own employees (who have all been thoroughly vetted and had to sign a Contract of Employment and or Non-Disclosure Agreement) in order for us to provide you with such product and services. Your personal data will not be used for marketing activities without your permission.

The Seereer Resource Centre

E-mail: seereerresourcecentre@live.co.uk

Web: www.seereerresourcecentre.com.

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Where you have consented to receive marketing e-mails (for example upcoming events such as concerts, workshops, film screening, new books, etc.), we will notify you of new products or services that may be of interest to you. If you do or do not want your personal data used for marketing purposes, you can opt in or opt out during registration. You will also have the opportunity to unsubscribe on every electronic communication we send you by simply clicking unsubscribe or contacting us by email

In addition to the above, we may also use your data to:

- Contact you after your product has been despatched.
- Send you your invoices.
- Get in touch with you should we require further information or instructions.
- Notify you of any changes to the product or service we provide.
- Carryout member/customer satisfaction surveys in order to determine whether we are meeting the needs of our members/customers.

USING SITE TRACKING

We may use site tracking in order to determine how you use our Website so that we can enhance the Website for your use. With site tracking, we would not be able to obtain any of your personal information.

COOKIES

We may use cookies to improve our Website with features you may find beneficial. Cookies are small text files stored on your computer's hard drive by your web browser which helps us track any visit you make to our Website www.seereerresourcecentre.com. This enables us to get a better understanding of the products and services that are most suitable to your needs. Most web browsers accept cookies and most websites use cookies, even banks use cookies. However, you can disable it on your browser if you wish to reject cookies from any website. Note however that, if you disable it, you may not be able to access certain parts or features of our Website or other websites. To learn more about cookies and how to disable it, you may visit <http://www.allaboutcookies.org/>

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THIRD PARTY SERVICE PROVIDERS

Third party organisations, businesses, service providers or individuals linked to our Website www.seereerresourcecentre.com have their own Terms and Conditions (excluding individual), Privacy Policy and Terms of Use. You are advised to read their Terms and Conditions, Privacy Policy and Terms of Use when you visit these websites before submitting any of your personal data. If they do not have any of these documents on their websites or you cannot find them, you may contact them using their contact page. The Seereer Resource Centre is neither responsible nor liable for the specific performance, breach of contract, poor security or safeguarding of personal data of any of these third party websites.

SAFEGUARDING YOUR DATA

We truly appreciate the importance of security, member or customer confidentiality and privacy. We have several safeguards to ensure confidentiality and security of our members or customers. Any information provided to us is held and used in the strictest of confidence. Your details are not provided to any third party whatsoever without your written consent. We take your privacy and the security of your data very seriously and concentrate our efforts in maintaining high privacy standards.

The Seereer Resource Centre adheres to The Data Protection Act 1998 and The Privacy and Electronic Communications (EC Directives) Regulations 2003. All employees and/or volunteers of the Seereer Resource Centre sign a Contract of Employment as well as a Non-Disclosure Agreement and are rigorously screened before they are offered employment.

YOUR LEGAL RIGHTS UNDER THE DATA PROTECTION ACT 1998

Among other rights afforded to you under the Act, you have a legal right to access any data we hold about you subject to a fee. The small fee is to cover our expenses in providing you such data. You also have a legal right to correct any inaccuracies in the data we hold about you.

EXCLUSIONS

We will safeguard any data we collect from you and will only use it for its intended purpose. Without prejudice to any of the provisions stipulated on this Privacy Policy and elsewhere, it is important to remember that data transmission over the internet is

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not completely secure no matter how sophisticated one's system. As such, we are unable to guarantee the security of data which has been transmitted to our Website and would not be held liable for any breach.

CHANGES TO OUR PRIVACY POLICY

We may change our Privacy Policy at any time and any changes will be posted on our Website www.seereerresourcecentre.com.

CONTACT US

If you need to contact us about this Privacy Policy or about any matter, here are our contact details (which are subject change):

E-mail: seereerresourcecentre@live.co.uk

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