

## Privacy Policy

This privacy policy explains what personal information we may collect from you when on this website, and how this information will be used.

We may occasionally make changes to this policy, so please check this page from time to time to make sure that you're happy with any changes. This policy was last updated on 20<sup>th</sup> January 2023.

By using this website, you're agreeing to be bound by this Policy.

### Who are we?

Social Enterprise Mark CIC (Registered Company number 07133698) is the social enterprise accreditation authority, which ensures the social enterprise business model remains ethical, credible and commercial through accreditation. We are responsible for assessing applications for the internationally recognised Aspiring Social Enterprise Mark, Social Enterprise Mark, Social Enterprise Gold Mark and the Disability Employment Mark.

We are committed to safeguarding your privacy, and will collect and use the personal data that you share with us transparently, honestly and fairly.

### What information do we collect about you?

We collect information about you when you submit an enquiry or register an interest in our services. We may also collect some personal details when you voluntarily complete surveys, or participate in votes and competitions.

We will usually ask for your name, email address and/or phone number, along with basic information about your organisation, including name and website address.

We may also request other information, where it is appropriate and relevant, for example to submit an application for our accreditation. This may include postal address, company registration details, and company accounts.

Website usage information is collected using cookies\*; this can include information about your computer and about your use of this website, including your IP address, geographical location, browser type, referral source, length of visit and page views.

Providing us with your personal data is entirely voluntary, although without providing us with some personal data, you may be unable to take specific actions on this site, for example submitting an enquiry or registering your interest in our services.

*\* 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 <https://cookies.insites.com/>. You can set your browser not to accept cookies and can also remove cookies from your browser.*

## **How will we use your information?**

We may use your information to:

- respond to an enquiry you have submitted online
- process your application for accreditation
- manage your annual licence (in the event that you submit a successful application for accreditation)
- send you communications which you have requested and that may be of interest to you, for example our monthly newsletter and updates about our organisation and services

## **Marketing communications**

We would like to keep you up to date with information about our services. If you have consented to receive marketing communications, you can opt out at any time by clicking the unsubscribe link in the email, or by [contacting us](#).

We will never share your information with third parties without your explicit consent.

## **Security of and access to your personal data**

The security of your personal information is important to us and we will strive to ensure that appropriate measures are in place to prevent the loss, destruction, misuse, alteration, unauthorised disclosure or access to your personal information.

Your information is only accessible by Social Enterprise Mark CIC staff and trusted contractors.

Please note that no method of online transmission or electronic storage is 100% secure. Whilst we strive to protect your personal information, we are unable to guarantee its absolute security. As such we make no warranties as to the level of security afforded to your data, except that we will always act in accordance with the relevant UK and EU legislation.

## **Access to your personal information and your rights**

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 we hold, please [email](#) or write to us at the following address:

Social Enterprise Mark CIC  
Unit 40a HQ Business Centre  
237 Union Street  
Plymouth  
PL1 3HQ

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.

You also have a choice about whether you wish to receive information from us. You can select your choices by ticking the relevant box on the form on which we collect your information. You have the right to withdraw your consent at any time; this includes the right to ask us to stop using your personal information for direct marketing purposes or to be unsubscribed from our email list at any time.

### **Third party websites**

Our website contains links to third party websites. This privacy policy only applies to this website – we are not responsible for the privacy practices or content of those sites. If you follow links to external websites, we encourage you to read the privacy policies on these sites.

### **How to contact us**

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

- by emailing [enquire@socialenterprisemark.org.uk](mailto:enquire@socialenterprisemark.org.uk)
- by writing to us at Social Enterprise Mark CIC, Unit 40a HQ Business Centre, 237 Union Street, Plymouth PL1 3HQ